



Precinct Election Official Manual

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Table of Contents

Elections Process Overview	1
Ohio Election Law and the Secretary of State.....	1
County Boards of Elections	1
Precinct Election Officials (PEOs).....	2
Political Parties.....	2
Types of Elections	3
Precinct Election Officials' Responsibilities and Conduct	4
Overview	4
Voting Location Managers' Responsibilities.....	5
Precinct Election Officials' Responsibilities	7
Precinct Election Official Conduct at Polling Locations	8
Arranging the Polling Location	9
The Ideal Polling Location Arrangement	9
How to Position the Voting Equipment.....	9
Post Signs Outside and Inside the Polling Location	12
Ensuring Accessibility for Voters with Disabilities.....	14
Accessibility Issues in General	15
Preparing for Voters	16
Checking the Supplies and Forms	16
Official Precinct Voter Registration List and Pollbook	18
Setting Up the Voting Equipment.....	19
Security at the Polling Location.....	19
Determining WHAT Type Of Ballot A Voter Should Receive On Election Day.....	20
Regular Ballots	20
Provisional Ballots	21
Processing Voters.....	23
Provisional Voting.....	30
Processing Provisional Voters Due to Data Mismatch	30
Processing Other Provisional Voters	32
Curbside Voting Summary	33
Backup Paper Ballots (DRE Voting Machine Counties ONLY).....	35
Voter Identification Requirements	36
Acceptable Forms of Identification (ID)	36

<i>Photo Identification Review Process (See Processing Voters Flowchart)</i>	37
<i>Unacceptable Types of Identification</i>	37
<i>Other Identification Considerations</i>	39
<i>Managing the Polling Location</i>	39
<i>People Allowed in the Polling Location</i>	40
<i>People NOT Allowed in the Polling Location</i>	40
<i>Campaigning</i>	40
<i>Challenging Voters</i>	41
<i>Collecting Signatures Inside a Polling Location</i>	42
<i>Distributing Food or Campaigning Inside a Polling Location</i>	42
<i>Journalists and Media</i>	42
<i>Observers</i>	42
<i>Persons Assisting Voters</i>	44
<i>Persons Checking the Official Precinct Voter Registration List</i>	44
<i>Pollsters</i>	45
<i>Posting of Official Precinct Voter Registration List</i>	45
<i>Problems with an Individual's Conduct at a Polling Location</i>	46
<i>Recordkeeping While the Polls Are Open</i>	46
<i>Replacement Ballots</i>	46
<i>Time Limits</i>	47
<i>Verify Ohio</i>	47
<i>See It, Send It</i>	47
<i>Write-In Candidates</i>	47
<i>Voters With Disabilities</i>	47
<i>General Guidelines for Communicating to Voters with Disabilities</i>	48
<i>Interacting with Voters Who Have Speech Impairments</i>	48
<i>Interacting with Voters Who Are Deaf or Hearing Impaired</i>	48
<i>Interacting with Voters Who Are Blind or Visually Impaired</i>	49
<i>Interacting with Voters Who Have Mobility Impairments</i>	49
<i>Closing the Polls</i>	50
<i>Preparing to Close the Polls</i>	50
<i>Court Orders</i>	50
<i>Officially Closing the Polls</i>	51
<i>After the Voters Have Left the Polling location</i>	51
<i>Transportation of Ballots</i>	51
<i>Primary Election Information</i>	52

<i>Issuing a Ballot as Part of the Voting Process During a Primary Election</i>	<i>52</i>
<i>Challenging a Voter – Party Affiliation.....</i>	<i>52</i>
<i>17-Year-Old Voters.....</i>	<i>53</i>
<i>Primary Information Reminders</i>	<i>53</i>
<i>Appendix</i>	<i>54</i>
<i>Glossary.....</i>	<i>54</i>
<i>Frequently Asked Questions.....</i>	<i>59</i>
<i>Polling Location Supplies Checklist</i>	<i>62</i>
<i>Identification Requirements Poster</i>	<i>67</i>
<i>Special Voting Instructions Poster</i>	<i>68</i>
<i>Voting Rights Information Poster</i>	<i>69</i>
<i>Backup Paper Ballots Instructions</i>	<i>71</i>
<i>Form 10-V</i>	<i>72</i>
<i>Voter Registration Form.....</i>	<i>73</i>
<i>Form 10-L – Notice of Change of Name</i>	<i>75</i>
<i>Form 10-U Affidavit-Oath-Examination of Person Challenged</i>	<i>76</i>
<i>Form 12-B – Provisional Ballot Affirmation.....</i>	<i>78</i>
<i>Form 12-D – Provisional Voter Precinct Verification Form</i>	<i>79</i>
<i>Form 12-H – Provisional Ballot Notice</i>	<i>80</i>
<i>Form 104 - Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath.....</i>	<i>82</i>
<i>Oath of Precinct Election Official</i>	<i>83</i>
<i>Observer Certificate – Form 215-B.....</i>	<i>84</i>
<i>Observer Fact Sheets.....</i>	<i>85</i>
<i>Election Day Incident Report Log</i>	<i>88</i>
<i>Voting Unit Event Log.....</i>	<i>89</i>
<i>See It, Send It Poster</i>	<i>90</i>

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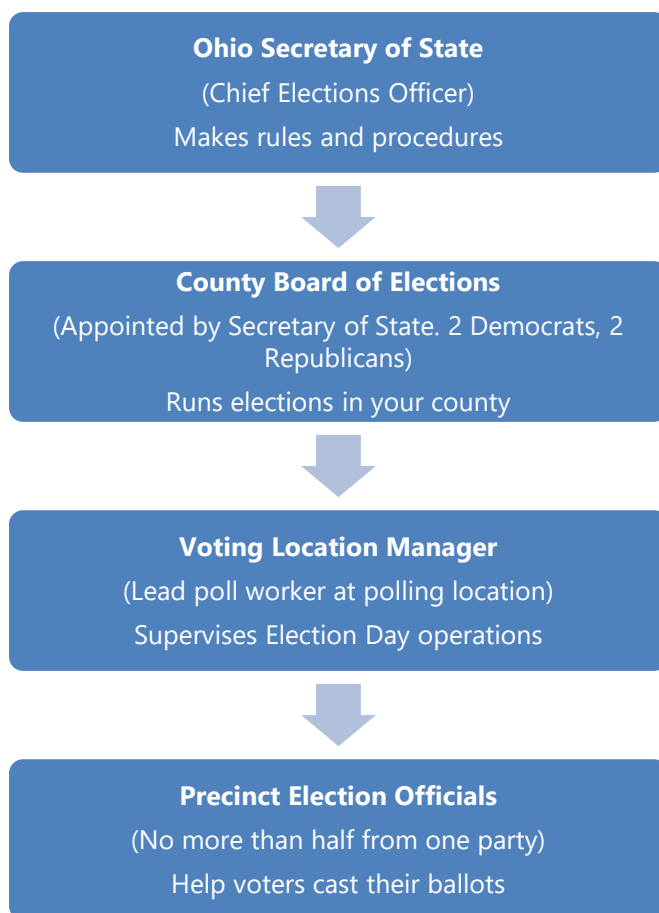
ELECTIONS PROCESS OVERVIEW

Ohio Election Law and the Secretary of State

Ohio law requires the Ohio Secretary of State to establish policies and procedures for running Ohio elections ([R.C. 3501.04](#); [R.C. 3501.05](#)). Most steps for running elections in Ohio are set by state law and by instructions from the Secretary of State, issued through advisories and directives.

More information on election laws may be found in the [Ohio Election Official Manual, Chapter 1, section 1.03](#).

Election Authority Hierarchy



County Boards of Elections

County boards of elections carry out state and federal law as instructed by the Secretary of State and by board policies. The four members of county boards of elections are appointed by the Secretary of

State. Two members are Democrat and two are Republican. The board staff supervises precinct election officials.

More information on the board of elections may be found in the [Ohio Election Official Manual, Chapter 2, sections 2.01 through 2.05](#).

Precinct Election Officials (PEOs)

The job of precinct election officials is outlined in Ohio law ([R.C. 3501.22](#)). Precinct election officials take an oath on Election Day to uphold the laws of the United States and of Ohio and to work to the best of their ability.

PEOs:

- Receive ballots and supplies.
- Open and close the polls.
- Oversee the casting of the ballots while polls are open.

Each PEO is appointed by a vote of the board of elections, and a precinct must have at least four PEOs. A board may reduce the number of PEOs per precinct from four to two at a location that serves more than one precinct and uses electronic pollbooks. For special elections and when electronic pollbooks are used in a multi-precinct location, a board may appoint only two precinct

Elections are the mechanics of our republic — Elections are a way for people to help choose leaders and make decisions for communities. Studies have shown that if voters think their precinct election officials did their jobs well, they have greater confidence in the process.

election officials to a precinct ([R.C. 3501.22](#)).

Political Parties

Ohio law requires that no more than half of the workers at a precinct are from the same political party. This bipartisan system of checks and balances keeps elections fair.

TYPES OF ELECTIONS

More information on types of election may be found in the [Ohio Election Official Manual, Chapter 1, section 1.04](#).

Ohio has three types of elections:

1. **General Elections:**

When: First Tuesday after the first Monday in November.

What: Voters choose who wins offices. Federal, state, district, and county candidate elections are held in even-numbered years. City, village, township, and board of education candidate elections are held in odd-numbered years. State, county, district, or local questions or issues may be on the ballot at any election.

2. **Primary Elections:**

When: First Tuesday after the first Monday in May of each year, except in presidential primary years. Presidential primaries are held on the third Tuesday after the first Monday in March of presidential election years, an even-numbered year every four years. Some primary elections for cities or villages are held on a different date if they have adopted a charter that requires it.

What: Voters select party candidates to run for offices at the general election. Primary election voters also elect members of the controlling committees of political parties and delegates and alternates for party conventions.

Some questions or issues may be on the ballot at a primary election.

Special Note: Under Ohio law, voters affiliate with a political party by voting in that party's primary election. If a voter does not want to affiliate with a political party, they may vote an "issues-only ballot" if any issues are on the ballot in that voter's precinct.

3. **Special Elections:**

When: Various dates. A special election may be held on the first Tuesday after the first Monday in May, August, or November, or on the day authorized by a municipal or county charter for the holding of an election. A special election can also be held on the same day as a primary or general election. No special election is held in May during a presidential primary year, unless a municipal or county charter allows it. A special election may be held on the third Tuesday after the first Monday in March during a presidential primary year.

What: Vote on specific issues or fill empty offices.

Sometimes the law calls for a special election when there is a vacancy in an office. If that happens, a primary or general election for a candidate to the vacant office may fall on a different date than that for other candidates.

PRECINCT ELECTION OFFICIALS' RESPONSIBILITIES AND CONDUCT

Overview

Information on the role of PEOs may be found in the [Ohio Election Official Manual, Chapter 6, Section 6.03](#).

PEOs make sure that election laws are followed at their voting location. They help voters politely. Ohio law directs county boards of elections to pick four registered voters from the county to work as PEOs at each precinct. The board can assign more than four workers when a high voter turnout is expected. The board can assign fewer to each precinct if more than one precinct will vote at the same location, but they cannot assign fewer than two per precinct.

One PEO is selected to serve as the voting location manager. The law requires that the voting location manager must be from the political party that won the most votes for governor in that precinct last time.

Example: If the Republican candidate for governor got more votes in your precinct in the last gubernatorial election, your voting location manager must be a Republican.

The manager:

- Oversees the election process.
- Supervises the opening and closing of the polling location.
- Takes ballots and voting materials back to the board of elections after the polls close.

Sometimes, a board may vote to have one location serve multiple voting areas. When this happens:

- At least three board members must agree.
- They pick one voting location manager from the political party that got the most votes for governor across all those precincts.

- They combine the pollbooks for those precincts to create a single pollbook.

Working as a Team

Precinct election officials work as a team at their assigned precinct ([R.C. 3501.22](#)). All precinct election officials must:

- Keep the order and peace at their location.
- Keep the location entrance open and clear.
- Stop any attempts to block or intimidate voters when checking in or voting.
- Allow observers to watch, but they cannot get in the way.
- Act to prevent or stop any violence or disorder ([R.C. 3501.33](#)).

In addition to these general expectations, the voting location manager and precinct election officials have specific duties to perform before and on Election Day, as explained in more detail below.

Voting Location Managers' Responsibilities

The voting location manager guides the overall conduct of the election at their location.

Prior to Election Day, voting location managers must:

- Pick up election supplies, following board instructions.
- Check that supply container labels are the right ones for the precinct or precincts within the polling location. Do not break the seals until Election Day!
- Visit the polling location before Election Day to know how to get there.
- Call the facility to arrange access for set up and have a back up plan that includes mobile contact info for multiple people who can ensure your access on the morning of election day.
- Confirm with the assigned precinct election officials that they will be there on Election Day. Give them time to set up the polling location.

On Election Day, the voting location manager must:

- Arrive at the polling location by 6 a.m., or earlier if necessary.
- Give the oath of office to other precinct election officials. Make sure they sign the oath statement ([R.C. 3501.31](#)).
- Create a work plan for Election Day if the board doesn't supply one, taking care to maintain

bipartisan coverage throughout the day. Include:

- o work assignments
 - o lunch schedules
 - o break schedules
- Review any special instructions with precinct election officials.
- Arrange the polling location and set up voting machines according to board directions.
- Break the seal on the election supply containers and confirm they are the correct supplies.
- Update the Official Precinct Voter Registration List that will be posted, being sure to check off people who already voted absentee and early provisional ballots from the Supplemental Absentee List. The updated copy of the Official Precinct Voter Registration List must be posted throughout the day so that the public can see which registered voters in the precincts within the polling location have voted.
- Post the Official Precinct Voter Registration List at 6:30 a.m. Post updates at 11 a.m. and 4 p.m., showing who has voted in the precinct. Instead of marking and posting copies of the official registration list, precinct election officials may print a list from the electronic pollbook of people who have voted in that polling location. The public is allowed to read and take notes from these lists while polls are open.
- Officially open the polls. Ensure the voting location is ready to receive voters and open on time promptly at 6:30 a.m.
- Administer the oath to any duly appointed observers.
- Keep campaigners and campaign signs at least 100 feet from the entrance. The buffer must be marked by U.S. flags. (Even if the flags cannot be placed there, the boundary still extends to 100 feet.) ([R.C. 3501.30](#)).
- Complete chain of custody procedures for voting materials.
- Close the polls.

At 7:30 p.m., the official closing time, the voting location manager should loudly declare, "The polls are closed!" If people are in line at 7:30, they can still vote. For voters waiting in line:

- o Move the line inside and lock the door, if possible; or

- o Place a precinct election official after the last person who is in line at 7:30 p.m. to prevent more people from joining the line.
- After closing, return ballots and required voting materials and supplies to the board of elections accompanied by a precinct election official, employee, or appointee of the board who took an oath and is a member of a different political party.
- Perform any other duties assigned by the county board of elections.

Precinct Election Officials' Responsibilities

A precinct election official must:

1. Visit the polling location before Election Day so you know how to get there.
2. On Election Day, arrive at the polling location by 6 a.m. (or earlier, if required).
3. Take the precinct election officials' oath of office (given by the voting location manager) and sign the oath statement ([R.C. 3501.31](#)).
4. Sign the payroll sheet.
5. Conduct the election properly and lawfully.

Precinct election officials' main duties:

1. Help set up the polling location.
2. Help open and close the polling location.
3. Be courteous and help voters, as necessary.
4. Understand how to use the voting machine(s).
5. Keep voting materials secure.
6. Verify and sign forms as needed.
7. Keep campaigners and campaign materials 100 feet beyond the entrance to the polling location ([R.C. 3501.30](#)).
8. Record important information as necessary.
9. Update and post the Official Precinct Voter Registration List for the precinct or polling location at 6:30 a.m., 11 a.m., and 4 p.m.
10. Check voter IDs.

11. Check-in voters using the pollbook.
12. Give voters the correct type of ballot.
13. Perform any other duties as assigned by the county board of elections.

Precinct Election Official Conduct at Polling Locations

The way a precinct election official conducts themselves at the polling location sets the tone for the voting location and serves as an example for voters. Treating voters and other elections officials with courtesy and respect is the foundation for a smooth process.

✓ Good Behavior

- ☐ Be professional and friendly.
- ☐ Work efficiently.
- ☐ Help solve problems quickly.
- ☐ Treat everyone with respect.
- ☐ Stay focused on helping voters.

✗ Never Do These Things While Working the Polls:

- ☐ Campaign, promote, or oppose any candidate or issue (see "[Campaigning](#)").
- ☐ Wear campaign buttons, stickers, or clothing.
- ☐ Give out any campaign materials (see "[Campaigning](#)").
- ☐ Use your personal phone, laptop, or other electronic devices.
- ☐ Read books, newspapers, or magazines.
- ☐ Sell anything or solicit contributions while at the polls (for example, raffle tickets, crafts, baked goods, etc.).
- ☐ Put food or drinks on the check-in table or near the voting equipment.
- ☐ Refuse to enforce election laws ([R.C. 3501.33](#), [R.C. 3501.35](#)).

ARRANGING THE POLLING LOCATION

Precinct election officials are responsible for setting up the polling location so that all voters can move through the voting process safely, efficiently, and privately. The setup must be accessible to voters with disabilities, maintain the security of election materials, and promote an orderly flow of voters throughout the day.

The setup should follow board directions and comply with the requirements outlined in the [Election Official Manual, Section 6.02](#).

The Ideal Polling Location Arrangement

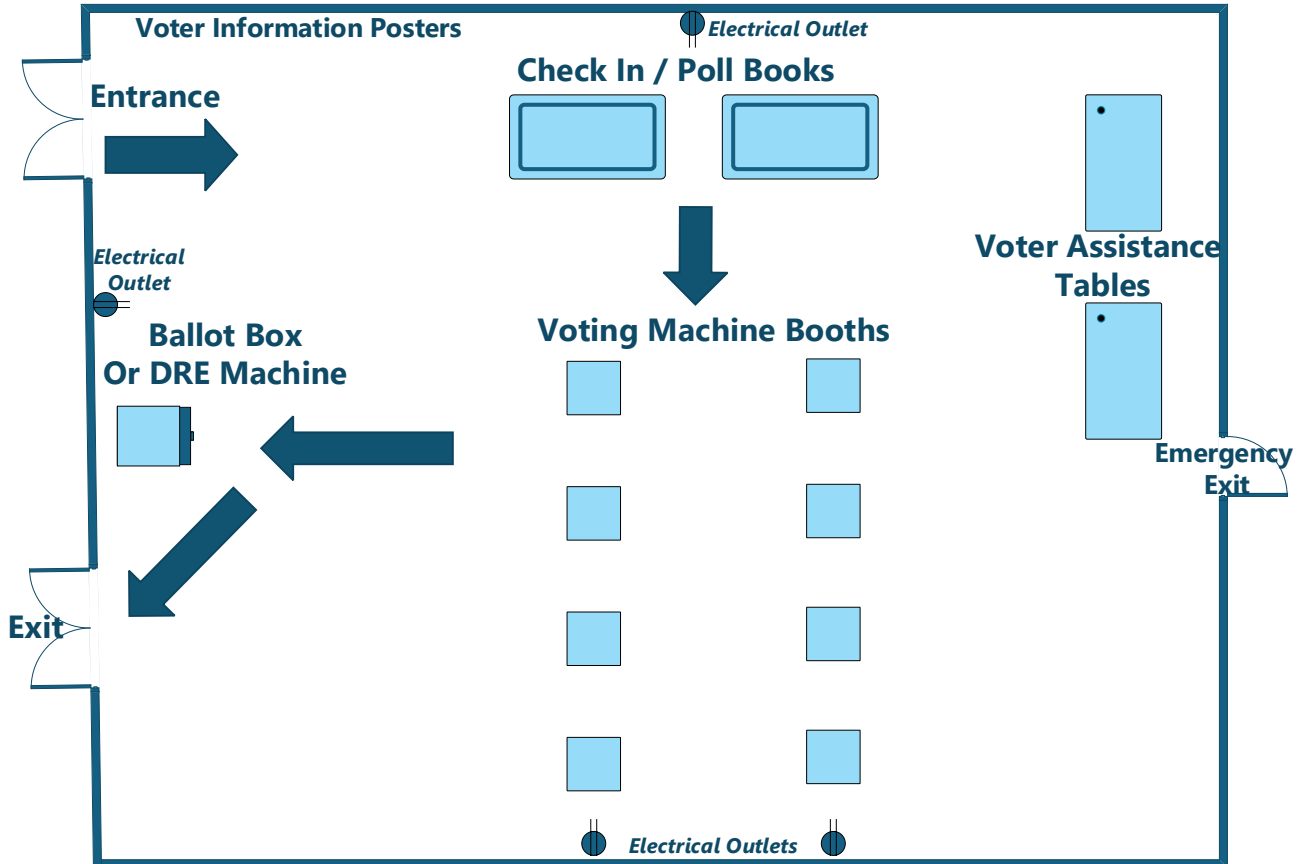
Precinct election officials work as a team to ensure:

- All areas are visible to election officials.
- Voters have a clear view and can move easily through the voting process.
- Voter privacy is protected.
- Clear pathways are maintained to accommodate wheelchairs, mobility devices, and voters with visual or physical disabilities.
- Signs are posted so voters can locate the voting area from the main entrance.
- U.S. flags are placed at the entrance (one large flag) and 100 feet from the entrance to the polling location (two small flags).
- All required signs and the Official Precinct Voter Registration List are posted and easily visible (about four feet from the floor).
- Tables and materials are organized efficiently.
- Voting supplies are easily accessible to precinct election officials.

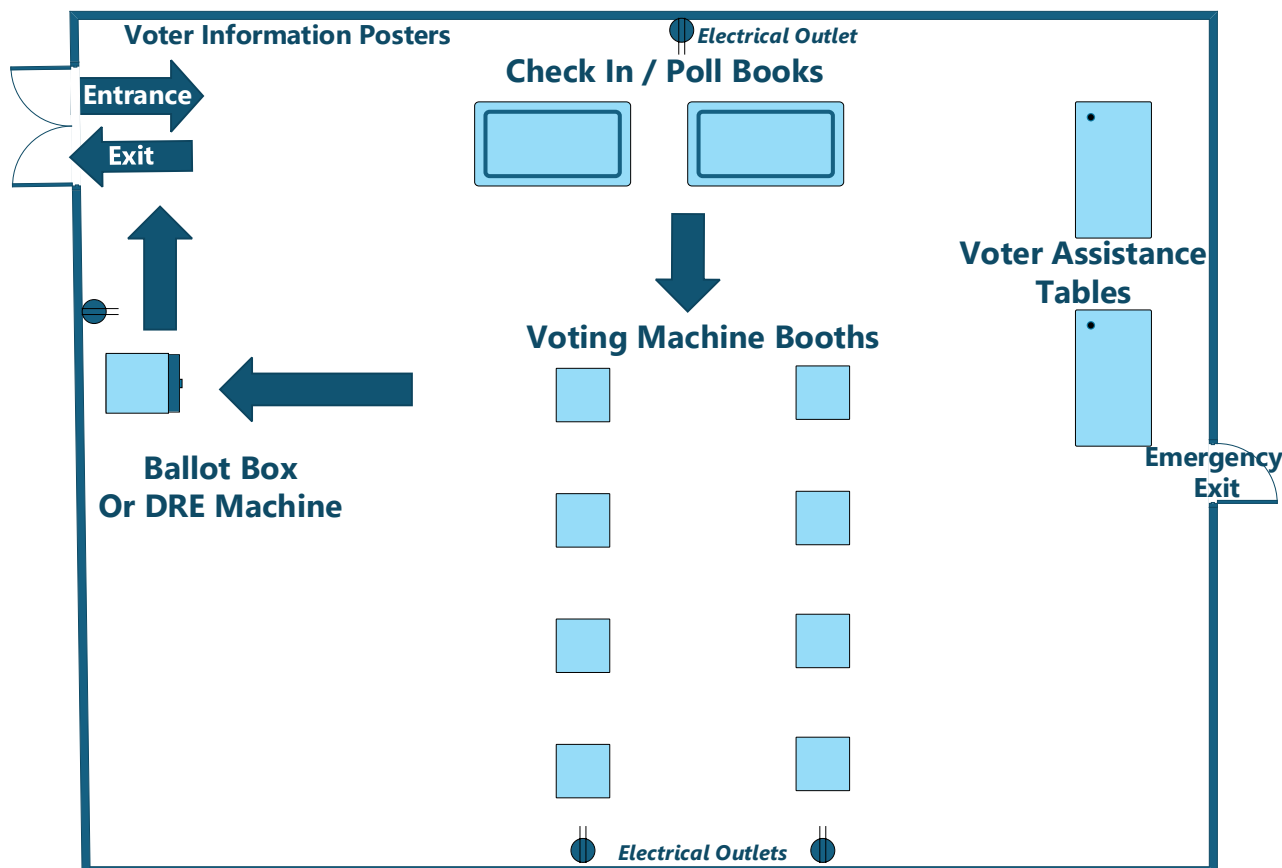
How to Position the Voting Equipment

Voting equipment should provide privacy while ensuring accessibility for all voters. It should be placed to allow a smooth flow of voters through the polling place. Overall, plan a clear path for voters that also allows election officials to observe all activity.

Sample Polling Location Layout, Separate Entrance and Exit



Sample Polling Location Layout, Single Entrance and Exit



For Direct Recording Electronic (DRE) or Touchscreen Voting Machines:

In precincts and polling locations using DRE or touchscreen voting equipment, follow these instructions, or arrange the voting area as directed by the county board of elections:

1. Find the electrical outlet(s).

Where the voting booths are placed is determined, in part, by the proximity of electrical outlets. Some voting booths can be daisy-chained (connected together), but limit the number of machines drawing power from the same outlet. Be sure all power and extension cords are taped securely to the floor to prevent a tripping hazard. If a rubber cord protector is provided by the board, use it.

2. Angle the voting machines.

Although most voting booths have sidewalls to protect voter privacy, some voters may still feel others can see how they are voting. Try to place the machines at angles for added privacy. Leave at least 36 inches between the machines to allow people with disabilities, as well as a person assisting a voter, room to maneuver.

3. Keep voting booths in public view.

Precinct election officials must be able to monitor all activity around the voting machines because:

- Precinct election officials need to be able to see when voters need help.
- Precinct election officials need to be able to see if a voter leaves the polling location without casting a vote.
- Precinct election officials must be able to detect any suspicious activity.

For Ballot Scanning Equipment and Voter Privacy Booths or Voting Tables:

In precincts and polling locations using ballot scanning equipment and voter privacy booths or voting tables, follow the instructions above to arrange the voting area (or arrange as directed by the county board of elections). Also, place the ballot scanning equipment on the ballot storage unit or table and plug machine(s) into an electrical outlet.

Follow the county's machine set-up procedures for activating the machine(s).

How to Position the Check-In Tables

Voters should be able to move easily from the check-in table to the places they receive their ballot or cast a vote, as well as to the exit. Because bottlenecks are possible at the check-in table, place it so voters can move easily from check-in to voting while allowing the precinct election officials to:

- Monitor activity at the entrance so that no one enters unobserved.
- Ensure everyone entering the polling location checks in.
- Keep all election materials secure.

Post Signs Outside and Inside the Polling Location

Before opening the polls, post the required voting-related signs inside and outside the polling location. These signs help promote an efficient polling location and should provide the following information:

- An overview of the voting process.
- Election rules, such as who is eligible to vote and what forms of identification are acceptable.
- A review of voters' rights.
- Other information about the current election.

Post at least one set of signs at the approximate eye level of voters who may be seated or using a wheelchair. The top of each sign should be about four feet from the floor.

Flags and Signs Outside

- Place one (large) U.S. flag at the entrance to the polling location.
- Place two (small) U.S. flags 100 feet from the entrance to indicate the neutral zone. Campaigning is not allowed within 100 feet of the entrance or within 10 feet of voters if the line extends beyond the flags. However, exit polling is allowed in this area if it does not interfere with the voters or precinct election officials.
- Place directional signs to lead voters from the parking lot or street to the entrance of the polling location.

Signs Inside

Hang the following signs where voters can easily see them:

- ☐ Signs that identify the precincts within the polling location
- ☐ Special Voting Instructions Poster (shows how to cast a regular ballot and a provisional ballot)
- ☐ Sample ballot(s) for each precinct within the polling location
- ☐ Full text of condensed ballot language for state or local question(s) or issue(s).
- ☐ Voting Rights Information Poster
- ☐ See It, Send It Poster
- ☐ Identification Requirements Poster
- ☐ Voter Citizenship Poster
- ☐ Notice regarding voting more than once at the same election (Form 10-V)
- ☐ Official Precinct Voter Registration Lists

- ❑ Voter Identification Address Update Poster
- ❑ Any other notices required to be posted by law

Ensuring Accessibility for Voters with Disabilities

Ohio law, the Americans with Disabilities Act (ADA), and the Help America Vote Act (HAVA) all require that voters with disabilities have access to polling locations. The board should verify the accessibility of the voting location for voters with disabilities before selecting the polling location.

Outside the Polling Location

Check the route into the polling location for barriers. Travel from the accessible parking space(s), through the accessible entrance, and into the polling location. Be sure nothing blocks the way for people with disabilities.

Be sure to:

- Post directional signs guiding voters to the nearest accessible entrance.
- Set up equipment if the board of elections provided any to help mitigate any barriers to access (for instance, temporary parking sign(s), cones to mark designated parking space(s), ramp(s), etc.). If an alternate/separate entrance is being used specifically for accessibility, be sure it remains unlocked.

If there are still accessibility issues, notify the board of elections. Be alert that voters with disabilities may need additional assistance in accessing the polling location.

Inside the Polling Location

Check to be sure the route inside the polling location and through the voting area itself is accessible. Provide a minimum 36-inch-wide path through the voting area, accessible tables, and accessible voting machines while maintaining adequate privacy.

Make sure accessible voting machines are set up at the same time as other machines, so they are readily available when needed.

If an elevator or vertical lift is needed, be sure it works properly and can be operated independently by voters with disabilities.

Provide reasonable accommodations to voters with disabilities or voters who need assistance. For example, make sure chairs are readily available for voters with mobility disabilities, as well as voters who are older, have a serious illness, or are pregnant, and cannot stand for an extended period of time.

Accessibility Issues in General

Watch out for these common barriers to accessibility:

- lack of designated accessible parking spaces
- lack of vertical signage or access aisles at accessible parking spaces
- sidewalks without curb cuts
- stairs are the only way to enter the polling location
- thresholds or steps that have a significant change in height
- gravel, grates, or cracks in the sidewalk
- heavy interior doors
- doors inoperable with a closed fist (round doorknobs, thumb-operated handles, etc.)
- tripping hazards, such as loose mats or unsecured electrical cords
- obstructions that cannot be detected with a cane or are placed in a walkway, making maneuvering difficult

Simple Solutions to Accessibility Issues

Often, there are simple ways to allow people with disabilities equal access. For instance:

- use temporary signs or cones to mark accessible parking spaces
- post signs directing people to accessible entrances
- post directional signs inside the building to the voting room
- use temporary ramps if needed
- prop open heavy doors and those that can't be opened with a closed fist
- leave a 36-inch passageway in the voting room
- place chairs, trash cans, or cones under protruding objects so they can be detected by a cane
- set up accessible voting machine(s) in private locations within the voting room
- tape down or remove loose mats, cords, or wires
- remove obstacles from walkways
- place chairs along routes or in the voting location where voters can rest

PREPARING FOR VOTERS

More information on Election Day voting may be found in the [Ohio Election Official Manual, Chapter 9](#).

Before polls open at 6:30 a.m. on Election Day, PEOs should work in teams to set up the voting location. Working in pairs makes the process faster and prevents errors. For example, one person can read off items from a list while another person verifies that items are included in the supplies.

Checking the Supplies and Forms

Locate the Polling Location Supplies Checklist, and review it to make sure they have these supplies for the polling location:

- ☐ Quick Reference Guide (flip chart) for PEOs from the Secretary of State
- ☐ Official manuals and guides from the board
- ☐ Voter identification requirements
- ☐ Chain-of-custody forms for voting materials
- ☐ Reference guides for voting equipment
- ☐ Reference guides for accessibility
- ☐ Emergency contact list for the board
- ☐ "I Voted" stickers
- ☐ Officials' name tags
- ☐ Locks and seals
- ☐ Oath and payroll forms
- ☐ Miscellaneous supplies (such as extension cords, tape, paper clips, pens, rubber bands, three-prong adapters, "future voter" stickers for children if possible, election security info sheet, etc.)
- ☐ Other materials that may be required by the Secretary of State

Officials should also check for the following items and make sure they are intended for their precinct:

- ☐ Encoders/access cards (if applicable)
- ☐ Pollbook
- ☐ Signature pollbook
- ☐ Official Precinct Voter Registration Lists
- ☐ Absentee Voter List
- ☐ Ballot stub containers
- ☐ Precinct Voting Location Guide
- ☐ Identification Envelope - Provisional Ballot Affirmations ([Form 12-B](#))
- ☐ Provisional Voter Precinct Verification Forms ([Form 12-D](#))
- ☐ Provisional Ballot Notices (include hotline number) ([Form 12-H](#))
- ☐ Voter Registration Forms
- ☐ Religious Objection Affidavit ([Form 12-O](#))
- ☐ Notice of Name Change Forms ([Form 10-L](#))
- ☐ Challenge Forms ([Forms 10-U, 10-W and 10-X](#)) (for use by precinct election officials only, not by observers)
- ☐ List of write-in candidates (if applicable)
- ☐ Spoiled/Defaced Ballot Envelope
- ☐ Curbside voter instructions and envelopes (if provided by the board of elections)
- ☐ Accounting chart for the purpose of recording the number of ballots issued, voted, and remaining, if applicable
- ☐ Pollbook and Official Precinct Voter Registration List (place next to each other so both can be checked by two precinct election officials)
- ☐ Precinct referral cards (have on table, if available)
- ☐ Alternative language materials, if applicable or required by law in your county

Make sure the precinct election officials responsible for provisional voting have the necessary materials readily available, including the following:

- ❑ Unvoted paper ballots that are correct for the precinct or precincts within the polling location
- ❑ Identification Envelopes - Provisional Ballot Affirmations ([Form 12-B](#))
- ❑ Provisional Voter Precinct Verification Forms ([Form 12-D](#))
- ❑ Provisional Ballot Notices (includes the hotline number) ([Form 12-H](#))
- ❑ Religious Objection Affidavit ([Form 12-O](#))
- ❑ The official ballot bag or container for voted provisional ballots (keep in an accessible but secure location)
- ❑ Provisional Ballot Tally Sheet
- ❑ Precinct Voting Location Guide

Official Precinct Voter Registration List and Pollbook

To ensure no voter casts more than one ballot, precinct election officials must record the names of voters who have voted absentee. This should be noted both in the pollbook (electronic and printed signature pollbook) and on the Official Precinct Voter Registration List. If a voter listed as an absentee voter appears at the polling location to vote, they must vote a provisional ballot.

No absentee ballots can be accepted at the polling location on Election Day. A voter must return their voted absentee ballot to the office of the county board of elections no later than 7:30 p.m. on Election Day. If someone is assisting another voter with the return of an absentee ballot, they MUST see a board of elections official and complete a [12-P Attestation Form](#).

Precinct election officials must post the Official Precinct Voter Registration List in a visible place near the entrance just before the polling location is opened at 6:30 a.m. It is best to post it where precinct election officials can monitor the list to prevent persons from removing it. Post updates at 11 a.m. and 4 p.m., showing who has voted in the precinct.

More information on pollbooks and voter lists may be found in the [Ohio Election Official Manual, Chapter 9, Sections 9.04 through 9.06](#).

Setting Up the Voting Equipment

Review your county's specific instructions for setting up the voting equipment. Some counties have PEOs arrange the voting equipment in the polling location so that voters can easily move through the polling location and cast their ballots in private. Others require personnel from the board of elections to do it. In either case, be sure that precinct election officials can monitor all activity around the voting equipment.

Security at the Polling Location

Once the ballots, forms, and voting machines arrive at the polling location, precinct election officials are responsible for ensuring they remain secured, undisturbed, and free from tampering.

Critical procedures help keep the voting process secure. They must be followed so that election officials can later account for all that happened at the polling location. Some of these procedures include:

- Inspect voting machines and other voting equipment (such as the electronic pollbooks) for physical damage.
- Check tamper-proof/tamper-evident seals, seal numbers, and security wires, making sure the seals' numbers match the information on the chain-of-custody forms. Verify that no seals have been removed, tampered with, or replaced after the equipment or supplies left the board of elections.
- Maintain control over all voting machines, materials, and supplies.
- Ensure that the memory card slot on every voting machine is protected from unauthorized use or tampering before the start of voting and throughout Election Day (if applicable).
- Keep a record, including a tally, of all voters who enter the polling location and all ballots issued.
- Document any incident that may affect the election results, such as:
 - o machine problems
 - o voters who signed the pollbook but left the polling location without voting
 - o delays in opening the polling location
 - o any other incidents that could have an impact on the election—especially on tallying the votes or reconciling voting materials, equipment, or supplies

- Report any suspicious activity in or around the voting machines to the board of elections.
- Complete every form legibly and completely.
- Follow the chain-of-custody procedures for voting materials.
- Return all ballots and materials to the board of elections' office or other assigned location on election night.

DETERMINING WHAT TYPE OF BALLOT A VOTER SHOULD RECEIVE ON ELECTION DAY

The voter check-in process ensures that every eligible voter receives the correct ballot and votes only once. Precinct election officials must follow all verification and recordkeeping procedures as directed by the board and the [Election Official Manual](#).

Voters may be issued either a regular or provisional ballot, depending on whether they meet the qualifications for regular ballots or not. The steps to determine that are outlined below.

More information on selecting the correct voter ballot type may be found in the [Ohio Election Official Manual, Chapter 9, Section 9.06](#).

Regular Ballots

Voters who meet ALL of the following criteria must be provided a **regular** ballot:

- The voter's name and address are correctly listed in the pollbook, and they are marked as a regular voter.
- The voter provides a valid photo ID.
- If the voter changed their name and provides proof of the legal name change (such as a marriage license, a court order with the voter's current and prior names, or other valid proof of legal name change that includes both the voter's former and current names), the voter may complete and sign a Notice of Change of Name ([Form 10-L](#)) and **cast a regular ballot** if they are registered to vote in that precinct. The form of identification voters provide may or may not reflect the voter's reported change of name.

If the voter changed their name and does not have proof of the legal name change, they must cast a provisional ballot.

In addition, a voter who has moved within the precinct may vote a regular ballot. However, they must also complete a Voter Registration Form to ensure that the board of elections has their correct address on record.

Provisional Ballots

Provisional ballots are ballots that are used when:

- The voter's registration information is not up-to-date.
- The voter's identity cannot be verified by required identification (see [Voter ID Requirements](#)).
- There is a question about a voter's eligibility to vote on Election Day in the precinct or in a precinct within the polling location.
- There is a question about a voter's eligibility to vote because they presented a noncitizen photo ID on Election Day, and the voter was unable to provide acceptable proof of citizenship.
- There is an unresolved database mismatch in the voter's registration information that is flagged in the pollbook.
- The voter is marked in the pollbook as having requested an absentee ballot but shows up at a polling location on Election Day intending to vote in person.

The law provides specific situations in which a provisional ballot must be issued.

- Be sure the voter's address is within the polling location before issuing a provisional ballot. **If not, direct the voter to the correct precinct and polling location.**
- The Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)) must be given to the voter and completed by them. The affirmation must include the voter's printed name, valid signature, date of birth, current address, and acceptable identification.
- If the voter did not provide identification because of a religious objection to being photographed, the precinct election official must provide them an affidavit of religious objection ([Form 12-O](#)). The completed form must be attached to the provisional ballot affirmation ([Form 12-B](#)).

- Precinct election officials must provide every provisional voter a copy of the Provisional Ballot Notice ([Form 12-H](#)) when they cast their provisional ballot.
- After the voter marks their ballot, they must place the voted ballot inside the Identification Envelope – Provisional Ballot Affirmation ([Form 12-B](#)). Then the voter places it in a secure ballot box or bag provided by the board of elections.

The completed Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)) will update the voter's residential address to be printed in the pollbook for future elections.

Under no circumstances shall a provisional ballot be placed into a ballot scanner used by voters to cast regular ballots.

Reasons for Providing a Provisional Ballot

If a voter meets **ONE or MORE** of the following criteria, the voter must be provided a provisional ballot and notified of the reason why (below). Clearly and calmly explain what a provisional ballot is so the voter understands the reason they are receiving one and what happens next.

- The voter's name is not found in the pollbook or the Supplemental Voter List.
- The voter does not provide or is unable to provide a valid photo ID.
- The voter is marked (flagged) absentee or provisional in the pollbook, which indicates the voter may have already received a ballot before Election Day.
- The voter is marked (flagged) in the pollbook because a Registration Acknowledgment Notice ([Form 10-J](#)) sent to the voter was returned as undeliverable.
- There is a question about a voter's eligibility to vote on Election Day because they presented a noncitizen photo ID on Election Day, and the voter was unable to provide proof of citizenship.
- The voter is marked (flagged) in the pollbook because there is an unresolved BMV/SSA database mismatch in the voter's registration information.
- The voter changed their name but doesn't provide proof of a legal name change.

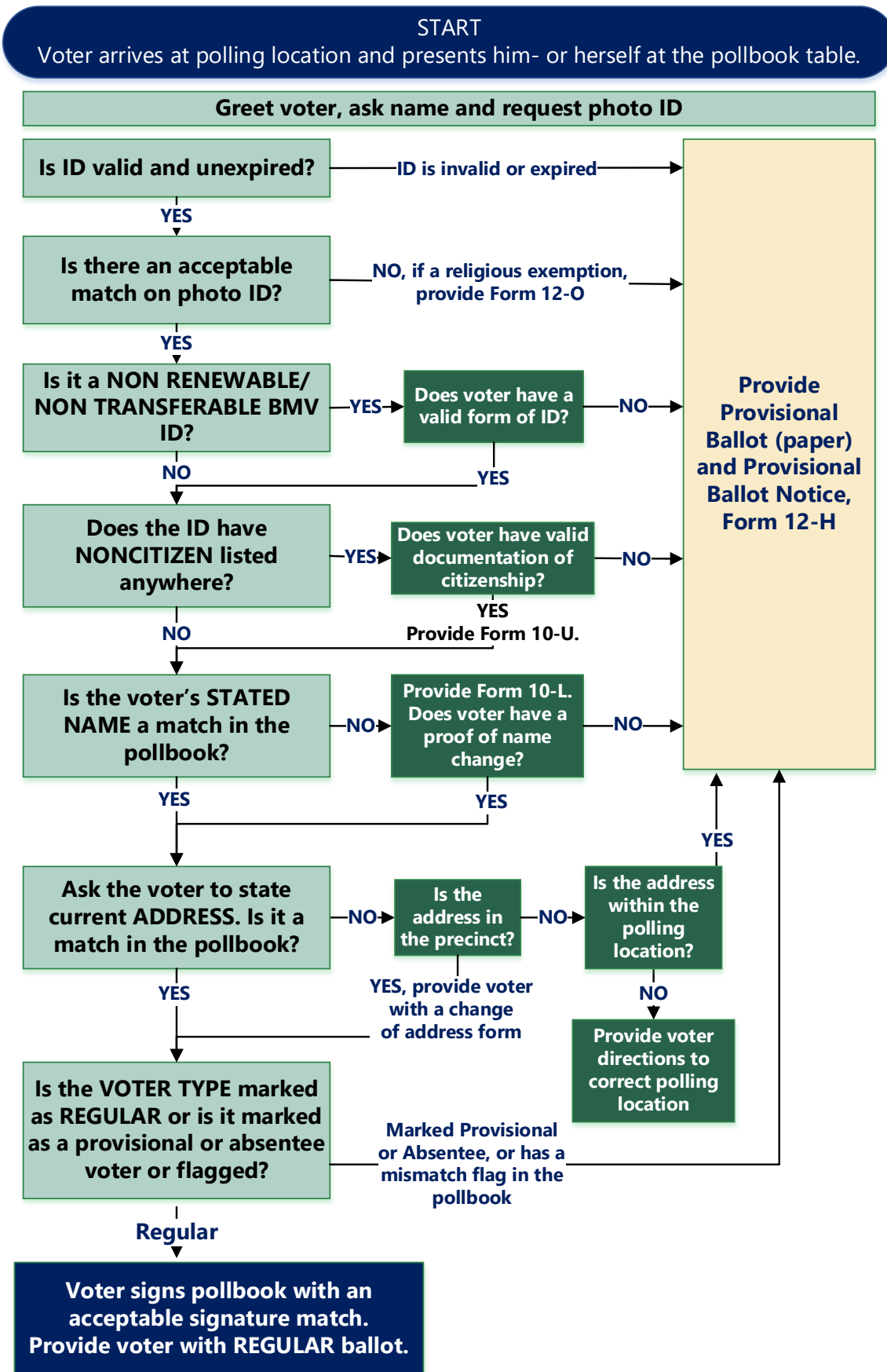
The use of the term pollbook includes either an electronic pollbook or a printed pollbook.

- The voter moved from one Ohio precinct to another but didn't update their voter registration by the deadline (30 days prior to the election).
- The voter changed their name and moved from one Ohio precinct to another but didn't update their voter registration by the deadline (30 days prior to the election).
- The voter's signature, in the opinion of a majority of the precinct election officials, does not match the signature in the pollbook or displayed by the pollbook.
- The voter was successfully challenged before the election, a hearing was held, and the challenge was found by the board of elections to have merit.
- If the voter is successfully challenged by a precinct election official or voting location manager on Election Day, the voter should fill out [Form 10-U](#).

More information on provisional voting may be found in the [Ohio Election Official Manual, Chapter 8](#).

PROCESSING VOTERS

Additional details are provided below the flowchart.



- Step 1.** Greet the voter and ask them to state their name. If the voter is unable to state their name due to disability, be sure to accommodate their preferred form of communication.
- Step 2.** Ask the voter to provide a valid form of photo ID. Refer to [Voter Identification Requirements](#) for more information on valid forms of identification.
- **Voter presents an ID with an acceptable photo match — Continue to Step 3.**
 - **Voter does not have an ID with a photo. — If the reason is religious (specifically, a religious objection to being photographed for an ID), provide voter with [Form12-O](#). Give the voter a provisional ballot.**
- Step 3.** Check the front of the ID for “non-renewable” or “non-transferrable” identifiers, or check the back of the ID for a “noncitizen” identifier.
- **Voter’s ID does not contain these identifiers — Continue to Step 4.**
 - **Voter presents ID with one of these notations:**
 - If the voter has documentation to prove citizenship, provide Form 10-U, and continue to **Step 5**.
 - o If the voter is not able to prove citizenship, they must vote provisionally.
- Step 4.** Locate the voter’s name in the pollbook.
- **Name Matches — Continue to Step 5.**
 - **Name Different — Same Precinct**

If the voter changed their name and provides proof of the legal name change (such as a marriage license, a court order with the voter’s current and prior names, or other proof of legal name change that includes both the voter’s former and current names), the voter may complete and sign a Notice of Change of Name ([Form 10-L](#)) and is eligible to cast a regular ballot if they are registered to vote in that precinct. The voter’s form of identification provided may or may not contain the voter’s reported change of name. Continue to **Step 5**.
 - **NOTE:** If the voter changed their name but does not have proof of the legal name change, they must **cast a provisional ballot**.
 - **Name Not Found**

If the voter’s name was **not** found in the pollbook after performing a secondary search (see below), use the address provided by the voter to direct **them** to the proper location

to cast their ballot.

Electronic Pollbook Searches

If a driver license or state identification card is scanned or swiped to locate the voter's name in the electronic pollbook and the name is not found, try a secondary, manual search. For example, typing in the first few characters of the voter's last name and/or house number should populate a list that can be used to determine if and where the voter is registered to vote.

Supplemental Voter Lists

If a complete list of eligible voters is unavailable when the pollbooks are produced, the board of elections might produce a Supplemental Voter List. Use this list in addition to the pollbook when searching for a voter's name.

Step 5. Ask the voter to state their current address and compare it to the address listed in the pollbook next to the voter's name.

- **Address Matches — Continue to Step 6.**

- **Address Different — Same Precinct**

If the address provided by the voter is different than the address listed in the pollbook, determine whether it is still within the precinct in which they are registered. If the voter's address is within the same precinct, **continue to Step 6.**

A voter who has moved within the same precinct may vote a regular ballot. Voters who move within the same precinct must be provided a voter registration update form to complete and may vote a regular ballot if all other steps are complete

- **Address Different — Same County, Different Precinct**

If the address provided by the voter is in a different precinct within the county, determine where the voter should go to cast a ballot. **See the information below on "Directing Voters to the Correct Precinct and Polling Location."**

- **Address Different — Different County in Ohio**

If the address provided by the voter is in a different county, direct the voter to contact the board of elections in that county for more information (a list of county board of elections phone numbers may be found in this Training Manual).

Directing Voters to the Correct Precinct and Polling Location

If the voter's address is outside a precinct within the polling location, use the electronic pollbook or the county street directory to find the correct precinct and polling location, and direct the voter there.

Explain to the voter that a provisional ballot cast in the wrong precinct cannot be counted. Give them the phone number of the board of elections in case they have questions.

If the voter insists on voting in the incorrect precinct after being directed to the correct precinct or polling location, they must cast a provisional ballot.

If the voter is in the correct polling location but the incorrect precinct and insists on voting in the incorrect precinct, the precinct election official must complete the Provisional Voter Precinct Verification ([Form 12-D](#)) and attach it to the voter's provisional ballot envelope. This form confirms that the precinct election official directed the voter to the correct precinct, but the voter refused to go there to vote.

Step 6. Check for flags, marks, or notations in the pollbook that instruct precinct election officials to provide the voter with a provisional ballot.

No Notations, continue to Step 7.

- **Notations Present — If there are notations present, notify the voter why they must vote provisionally, and provide the voter a provisional ballot.**

Reasons for Notations

- The voter was challenged before the election, a hearing was held, and the challenge was found by the board of elections to have merit.

- The voter is marked (flagged) absentee or provisional in the pollbook, which means the voter may have already received a ballot before Election Day.
- The voter is marked (flagged) in the pollbook because a Notice of Registration Acknowledgment Notice ([Form 10-J](#)) sent to the voter was returned as undeliverable.
- The voter is marked (flagged) in the pollbook because of an unresolved BMV/SSA data mismatch in their voter registration information.

The following codes identify the reason a voter is marked in the pollbook as needing to cast a provisional vote due to an unresolved BVM/SSA data mismatch. Notify the voter of the reason so that, if applicable, they can correct the discrepancy either when completing their provisional vote or within four days after the election.

Code	Reason
NULL/Blank	The voter is not required to vote a provisional ballot.
ADD	The voter must verify their address. There may have been a returned undeliverable acknowledgement form.
SSN	The voter must verify the last four digits of their Social Security number. The BMV or SSA has said there is a mismatch.
DOB	The voter must verify their complete date of birth, including the year. The BMV or SSA has said there is a mismatch.
DLN	The voter must verify their driver license number or State of Ohio ID number. The BMV or SSA has said there is a mismatch.
MDB	The voter must verify their driver license number or State of Ohio ID number AND date of birth. The BMV or SSA has said there is a mismatch on both points.
MDS	The voter must verify their driver license number or State of Ohio ID number AND last four of their Social Security number. The BMV or SSA has said there is a mismatch on both points.
MBS	The voter must verify their date of birth AND the last four of their Social Security number. The BMV or SSA has said there is a mismatch on both points.
MMM	The voter must verify their driver license number or State of Ohio ID number, last four of their Social Security number, AND their date of birth. The BMV or SSA has said there is a mismatch on all points.

Step 7. Ask the voter to sign the pollbook. Compare their signature against the signature provided in the pollbook.

- **Signature Matches the Signature in Pollbook — Continue to Step 8.**

- **Voter Cannot Sign — Has Assistive Technology or Signature Stamp**

A voter with a disability may personally affix their signature by using assistive technology or an augmentative device, such as a signature stamp, in the backup paper pollbook. **Continue to Step 8.**

- **Voter Cannot Sign — Has Attorney-in-Fact on File with Board of Elections**

If the voter has an attorney-in-fact designation on file with the board of elections, the voter can have their attorney-in-fact sign the voter's name for them in the presence and at the direction of the voter. In order to have an attorney-in-fact, the voter must have completed and filed the correct forms with the county board of elections before Election Day ([Form 10-F](#) or [Form 10-G](#)). If that voter has an attorney-in-fact on file with the board, the attorney-in-fact's signature will be on file, and it will be noted in the electronic or printed pollbook, or on the Poll List. The voter must have their attorney-in-fact accompany them to the polling location. The signature of the attorney-in-fact should be examined. If it matches the attorney-in-fact's signature on file in the pollbook ([R.C. 3505.18\(B\)](#)), **continue to Step 8.**

An **attorney-in-fact** is different from a power of attorney. In order for a person with a power of attorney to sign election forms for another person, a valid appointment as an attorney-in-fact must be on file with the county board of elections.

- **Voter Cannot Sign — Voter is Able to Provide Legal Mark**

If the voter is able, they should make their legal mark, such as an "X," on the signature line in the pollbook. A precinct election official shall record the name of the elector at the proper place in the pollbook following the elector's mark.

The precinct election official shall attest to the making of the mark by signing the precinct election official's name on the poll list or pollbook as a witness to the mark ([R.C.3505.18\(B\)](#)). **Continue to Step 8.**

- **Signature Does Not Match**

If, in the opinion of the majority of four precinct officials, the signature does not substantially conform to the one in the pollbook, **the voter must vote a provisional ballot.**

Step 8. Provide the voter with a regular ballot or the appropriate ballot permission slip or device for their precinct and direct the voter to the proper voting booth or voting machine.

If a voter is unable to mark their ballot, the voter may use the voting machine that is accessible for individuals with disabilities. See [Persons Assisting Voters](#) for more information on who may assist a voter.

Step 9. Ensure the voter casts their ballot according to your board of elections' instructions.

Provide an "I Voted" sticker to the voter, and a "Future Voter" sticker to children.

PROVISIONAL VOTING

Before providing a voter with a provisional ballot, make sure that the voter's address is in the polling location. If not, the voter must be directed to the correct precinct and polling location.

Processing Provisional Voters Due to Data Mismatch

Poll workers and voting location managers should be prepared to clearly explain to a registered voter the new requirement for correcting a mismatched registration record. Suggested step-by-step instructions for poll workers who may encounter situations requiring the correction of a voter registration record mismatch are as follows:

Step 1. Check the pollbook and identify the issue

- When the voter states their name and address, locate their record.
- If the pollbook shows the voter has an unresolved registration issue (and is flagged to vote provisional), continue to **Step 2.**

Step 2. Explain the situation in plain terms

We suggest you say something like this to the voter: ***"Your registration record has an issue that hasn't been corrected yet, and a new state law requires us to get that corrected so your ballot can be counted. This is an effort to make sure Ohio has accurate voter rolls, and by fixing that now, we make sure you won't have problems in the future. In order to do that, you are required to vote a provisional ballot, and as long as your information is verified your vote can still count."***

Step 3. Provide the provisional ballot materials

- Issue the voter a provisional ballot and the required provisional ballot paperwork per your precinct supplies.

Step 4. Give the voter [Form 12-B](#)

- Provide [Form 12-B Provisional Ballot Affirmation](#).
- Instruct the voter to complete it fully and accurately.

Step 5. Ask the voter to provide the needed information on [Form 12-B](#).

- Tell the voter to include the information required to correct their registration (for example, updated address/name information or other required details shown by the pollbook flag)
- If your procedures allow poll workers to review for completeness, do a quick check for missing sections without coaching the voter on what to write.

Step 6. If the voter has supporting documents with them, follow site procedures.

- If the voter offers documents/info at the polling place, follow your board's instructions on what can be accepted/recorded at the polling location.
- If the voter does not have the information or documents with them, proceed to **Step 7**.

Step 7. Clearly explain the "4-day deadline".

- Tell the voter: "If you don't provide the required information today, you must provide it to the board of elections within four days after Election Day or your provisional ballot may not count."

- Provide any written handouts your board supplies, including Updated Form 12-H, and point the voter to where/how to contact the board (address, phone, hours).

Step 8. Ensure the provisional ballot is properly completed and secured.

- Confirm the voter has completed [Form 12-B](#) and placed their voted ballot in the correct envelope.
- Secure the ballot and forms according to the chain of custody instructions.

Step 9. Mark the pollbook correctly.

- Record that the voter cast a provisional ballot, following your pollbook/poll pad steps.

Step 10. Escalate if anything is unclear.

- If the pollbook flag is confusing, the voter's status is ambiguous, or the voter disputes the requirement, contact the Voting Location Manager or the board immediately and follow their direction.

Processing Other Provisional Voters

Step 1. Provide the voter with an Identification Envelope - Provisional Ballot Affirmation (Form 12-B), along with the correct ballot for the voter's precinct, based on the voter's residence address.

Step 2. The voter must complete the Provisional Ballot Affirmation ([Form 12-B](#)). To be eligible to be counted, a provisional ballot affirmation must include the voter's printed name, valid signature, date of birth, current address, and acceptable photo identification.

Acceptable forms of identification are:

- Ohio driver license or state ID card
- Interim ID form issued by the Ohio BMV
- U.S. military ID card or U.S. military dependent ID card
- U.S. passport or passport card
- U.S. Department of Veterans Affairs ID card

If the voter presents an Ohio driver license or state ID card, they must check the box and print their driver license or state ID card number.

The completed Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)) - will serve as a voter registration update form for the provisional voter so that the voter's residential address will be printed in the pollbook for future elections. Precinct election officials should encourage voters to complete the registration update section of the form.

- Step 3.** If the voter did not provide identification because of a religious objection to being photographed, provide the voter an affidavit of religious objection ([Form 12-O](#)). Attach the completed form to the provisional ballot affirmation ([Form 12-B](#)).
- Step 4.** Provide to each provisional voter a copy of the Provisional Ballot Notice ([Form 12-H](#)) when the voter casts the provisional ballot.
- Step 5.** After the voter has marked their ballot, the voter must place the voted ballot inside the Identification Envelope – Provisional Ballot Affirmation ([Form 12-B](#)) and place it in a secure ballot box or bag provided by the board of elections.

Under no circumstances shall a provisional ballot be placed into a ballot scanner or ballot box used by voters to cast regular ballots.

CURBSIDE VOTING SUMMARY

Curbside voting must be available for voters with a disability who can travel to the polling location but are physically unable to enter a polling location. The voter may send another person into the polling location to inform precinct election officials that they want vote. Note that some locations also provide a call button or a number for curbside voters to call.

When a voter requests curbside voting:

- Step 1.** One poll worker checks the pollbook for the voter's name, using the check-in procedures listed in the "Processing Voters" chart on page 24[23](#).
- If the voter is qualified and lives in a precinct within the polling location, write the voter's name and address on a blank sheet of paper or a form provided for this purpose by the board of elections.
 - Two election officials of different political parties take this sheet outside to the voter.

- The voter confirms their name and address are correct.
- The voter provides a form of ID, which is examined by the election officials assisting the voter.
- The voter signs the sheet containing their name and address.

Step 2. The two election officials return the sheet into the polling location and verify the voter's signature in the pollbook.

- Check that the voter's signature substantially conforms to the voter's signature in the pollbook.
- The two election officials mark "Curbside Voter" next to the voter's name in the pollbook (or as instructed by the board of elections).
- The two election officials use the check-in procedures outlined in "Processing Voters," page 23, to determine the type of ballot to be issued to the voter.

Step 3. The two election officials locate the correct paper ballot and the appropriate ballot envelope or secrecy sleeve (an envelope provided in the precinct election supplies for voted regular curbside ballots or, for provisional voters voting at the curbside, the Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#))).

- The two election officials take the appropriate ballot (regular or provisional) and corresponding envelope or secrecy sleeve to the voter outside.

Step 4. The two election officials explain how to mark the ballot.

- The voter marks the ballot and places it in the envelope or secrecy sleeve (provisional voters must complete the Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)) and be given a copy of the Provisional Ballot Notice ([Form 12-H](#))).

Step 5. The two election officials return the sealed ballot to the polling location and place it in the appropriate ballot container as instructed by the board of elections.

If the curbside voter can't sign their name:

- The two election officials witness the voter's mark, the voter's attorney-in-fact signs on the voter's behalf, or the voter may use assistive technology or an augmentative device on the sheet containing the voter's name and address that was taken outside the polling location.
- The two election officials return the sheet containing the voter's mark, attorney-in-fact's signature, or signature affixed via assistive technology or an augmentative device to the polling location.
- The two election officials write "Curbside Voter – Unable to Sign" next to the voter's name in the pollbook.

If a voter wishes to use the curbside voting process but is unable to mark their ballot:

- The two election officials follow the procedures in "Processing Voters" beginning on page 23 for a voter who wishes to cast a ballot (regular or provisional) and is unable to mark their ballot.

BACKUP PAPER BALLOTS (DRE VOTING MACHINE COUNTIES ONLY)

Boards of elections using DRE voting machines must distribute backup paper ballots for use only when there are long lines and/or in the event of machine malfunction or breakdowns.

Use backup paper ballots ONLY in the following situations, or if board policy allows a voter to request a paper ballot:

Long Lines:

- All county boards of elections must establish a wait time policy for presidential primaries and general elections in even-numbered years.
- When wait times reach the board's threshold, precinct election officials must verbally announce the availability of backup paper ballots to voters every half hour until the wait time is less than the board-established maximum wait time.

Problems with Machines:

- If DRE or touchscreen voting machines malfunction, break down, run out of power, etc., precinct election officials must offer voters backup paper ballots. Carefully monitor your available stock of ballots so you can request more from the board in a timely way.

- Contact the board of elections immediately to inform them of any issues with the voting machines.

In General:

- Backup paper ballots cast because of long lines or machine problems are **NOT** considered provisional ballots. Do NOT place them in provisional ballot envelopes. Voters using backup paper ballots must NOT fill out an Identification Envelope – Provisional Ballot Affirmation ([Form 12-B](#)).
 - o Make sure the voter is authorized to vote a regular ballot before giving them a backup paper ballot.
- Provide instructions for voting the paper ballot to each voter using one.
- Direct voters to privacy booths to mark their paper ballot. Privacy booths used by persons voting a provisional ballot may also be used for this purpose.
 - o Voters must place their voted paper ballots in a secure ballot container provided by the board of elections.
- If a voter asks, tell them their ballot is considered a regular ballot under state law and will be counted at the board of elections on election night.

VOTER IDENTIFICATION REQUIREMENTS

Acceptable Forms of Identification (ID)

For the purposes of voting, voters must show an unexpired, valid form of photo identification (ID) that contains the **voter's name and photograph**.

The following forms of photo ID are acceptable under Ohio law:

- Current Ohio driver license, State of Ohio ID card, or interim ID form issued by the Ohio Bureau of Motor Vehicles (BMV).
- A current United States (U.S.) passport or passport card.
- A current U.S. military ID card, U.S. military dependent ID card, Ohio National Guard ID card, or U.S. Department of Veterans Affairs ID card.

When checking the photo identification, be sure the voter's name conforms to the information in the pollbook and verify the voter's identity using the photograph.

The U.S. Department of Veterans Affairs issues Veteran ID Cards (“VIC”) and Veteran Health Identification Cards (“VHIC”), both of which include a name and photograph. Generally, an in-person voter must present a photo ID in physical form. However, beginning in September 2022, the U.S. Department of Veterans Affairs discontinued issuing physical VICs and now issues only digital VICs. Precinct election officials **must accept** the digital VIC if the voter presents it.¹

Photo Identification Review Process (See Processing Voters Flowchart)

- If a registered voter appears in the pollbook, ask them for a valid form of photo ID.
- If an Ohio driver license or State of Ohio ID is presented, confirm the voter’s name and photograph and that the ID is not expired.
- If the license or ID contains a “NON-RENEWABLE/NON-TRANSFERABLE” identifier (on the front), the ID is not valid.
- If the license or ID contains a “NONCITIZEN” identifier (on the back), the voter must provide additional proof of citizenship (see “Proof of Citizenship” below).
- If the ID contains a “NONCITIZEN” identifier (even if otherwise valid and unexpired), use [Form 10-U](#) to verify the voter’s citizenship qualifications.
- If the voter completes [Form 10-U](#) and has provided a valid photo ID and acceptable proof of citizenship, they may vote a regular ballot.
- If the voter completes [Form 10-U](#) but has not provided a valid photo ID and acceptable proof of citizenship, they must vote a provisional ballot.

Unacceptable Types of Identification

Ohio law prohibits accepting the following forms of ID:

- utility bill
- bank statement
- government check
- paycheck

¹ For more information on veteran ID cards, see <https://www.va.gov/records/get-veteran-id-cards/>.

- other government documents (other than acceptable forms listed above) such as a Social Security card or birth certificate
- driver license or photo identification card issued by a state other than Ohio
- Ohio NON-RENEWABLE/NON-TRANSFERABLE ID driver license or photo identification that contains a "NONCITIZEN" identifier may be used only in conjunction with additional proof of U.S. citizenship (Follow the photo identification review process set out in the previous section)
- Ohio Mobile ID
- insurance card
- any registration acknowledgment notice from the county board of elections

More information on voter identification may be found in the [Ohio Election Official Manual, Chapter 9, Section 9.06](#).

Proof of U.S. Citizenship

"Proof of U.S citizenship" means evidence that an individual is a United States citizen. Proof must be in the form of one of the following:

- A current Ohio driver license or Ohio state ID number, if the Secretary of State has already confirmed that citizenship documents were provided to the Bureau of Motor Vehicles.
- A current Ohio driver license or state ID issued on or after April 7, 2023, or a copy of the front and back of the driver license or ID, as long as it does not say the person is a non-U.S. citizen.
- A U.S. birth certificate, certification of birth, or consular report of birth abroad (or a copy of one of these).
- A valid U.S. passport or passport card, or a copy of the passport's ID page or both sides of the passport card.
- A Certificate of Naturalization or Certificate of Citizenship, or a copy of one of these documents.
- An approved immigration notice (Form I-797) showing approval of a request to replace a naturalization or citizenship document, or an equivalent document issued by the federal government.

If the voter's current legal name is different from the name shown on their citizenship document, the voter must also provide proof of the name change, such as a marriage certificate or court order.

Other Identification Considerations

Change of Name

If the voter has changed their name and provides proof of the legal name change, completes and signs [Form 10-L](#), and is registered within the precinct, the name on the voter's photo ID is not required to match the voter's reported change of name as long as the name matches the previous name on the proof of legal name change provided.

If the voter does not have proof of the legal name change, the voter must vote a provisional ballot.

No Photo Identification

If a voter is unable to provide photo identification, they must be provided a provisional ballot. In order for the provisional ballot to be counted, the voter must present one of the acceptable forms of identification to the board office within four days after Election Day.

Religious Objection

If a voter does not have a photo ID because of a religious objection to being photographed, provide them an Affidavit of Religious Objection ([Form 12-O](#)). The voter must complete the affidavit and provide it to the board. This may occur either when the voter casts the provisional ballot or at the office of the board by the fourth day after Election Day. PEOs must attach the affidavit to the provisional ballot affirmation.

Guidance Regarding Verifying Voter Identification

In accordance with Ohio law (R.C. [3501.31](#), [3505.20](#), and [3599.12\(A\)\(3\)](#)), a PEO needs to verify a voter's identity. If the voter provides a photo ID, but the PEO can't verify that the voter resembles it due to an obstruction, such as hats, masks, scarves, sunglasses, etc., they should respectfully ask the voter to briefly remove whatever article is preventing verification of the person's identity. Further, according to R.C. [3505.18\(A\)\(2\)](#) and [3505.20](#), if the voter declines to remove the obstruction and the PEO can't verify the photo identification, a provisional ballot must be offered to the voter. This interaction must be documented on [Form 450 Election Day Precinct Incident Log](#) and signed by the PEO who is unable to verify the ID so that the board may review the incident.

MANAGING THE POLLING LOCATION

When supervising voting, PEOs must remain aware of who is in the polling location and what they are doing. There are also other duties that PEOs must perform throughout the day. This section covers some ground rules to help manage the polling location on Election Day.

People Allowed in the Polling Location

- election official (as defined in R.C. [3501.01\(U\)](#))
- police officer or other law enforcement officer
- person reviewing the 6:30 a.m., 11 a.m., or 4 p.m. Official Precinct Voter Registration List
- voters
- voter's child, who is under 18
- person helping another person vote
- observer who has a certificate of appointment
- journalists

People NOT Allowed in the Polling Location

- pollsters
- candidates or campaign workers who are campaigning or electioneering
- anyone collecting signatures for a petition
- a person or group distributing food

Campaigning

Each polling location and its surrounding area is a neutral zone. As such, campaigning is prohibited within each polling location, and within 100 feet of the entrance to a polling location or within 10 feet of voters waiting in line (if the line is longer than the 100-foot boundary). Voters must be free to vote without pressure from candidates, campaigns, PEOs, or fellow voters—even when those fellow voters are friends or family.

No one is allowed to promote or oppose a candidate or ballot issue while in the polling location. The following three types of attire and paraphernalia are prohibited within a polling location and its neutral zone:

1. Items or clothing displaying the name of a political party
2. Items or clothing displaying the name of a candidate
3. Items or clothing showing support of or opposition to a ballot question or issue

Acceptable attire includes school spirit wear like jackets, jerseys, or hats with the school's name or mascot, even if a school levy is on the ballot. Prohibited items explicitly advocate for or against a ballot measure, candidate, or party, like "Vote for Bob" or "Defeat the Levy." Slogans indirectly related to political issues without specific advocacy are allowed. Election officials should prioritize maintaining peace and being sure voters can cast their ballots without feeling intimidated.

PEOs are permitted to ask people to remove or cover offending items. If a voter refuses, they **must still be allowed to vote** if eligible ([R.C. 3501.33](#)). However, any such incident must be reported to the board of elections. The official should refer the voter's name and address to the board in case it wants to consult the county prosecutor.

More information on campaigning may be found in the [Ohio Election Official Manual, Chapter 9, Section 9.14](#).

Challenging Voters

On Election Day, voters may be challenged **ONLY** by a precinct election official or the voting location manager and only for the following reasons:

- The voter is not a resident of the precinct.
- The voter is not an Ohio resident.
- The voter is not a U.S. citizen, or the ID presented contains a "NONCITIZEN" identifier.
- The voter is not of legal voting age.

If a PEO challenges a prospective voter for one of these reasons, the prospective voter should complete the Affidavit-Oath-Examination of Person Challenged ([Form 10-U](#)). Only persons who present photo identification with a "NONCITIZEN" designation, or otherwise unauthorized form of photo ID, are required to present proof of citizenship.

- If the voter completes [Form 10-U](#) and produces proof of citizenship other than the number printed on their Ohio driver license or state identification card, the voter must be provided a regular ballot.
- If the voter refuses to complete the Affidavit-Oath-Examination of Person Challenged ([Form 10-U](#)), they must vote a provisional ballot and the PEO must make a note as instructed by the board of elections (for example, on a Problems and Corrections document, Precinct Election Official Notes, etc.).

- If a majority of the PEOs vote to reject the person's eligibility to cast a ballot, they must provide them a provisional ballot (see "[Provisional Ballots](#)").

More information on challenging voters may be found in the [Ohio Election Official Manual, Chapter 9, Section 9.09](#).

Collecting Signatures Inside a Polling Location

Occasionally, groups may station people outside of a polling location to gather signatures on a petition. While there is no prohibition against collecting signatures **outside** the neutral zone, no one is allowed to collect signatures inside a polling location or within the neutral zone outside.

Distributing Food or Campaigning Inside a Polling Location

Campaigning, displaying campaign material, or distributing food inside of the neutral zone of a polling location is prohibited. However, people or groups may campaign, display campaign material, or distribute food **outside** of the neutral zone (beyond the flags marking the 100-foot barrier or at least 10 feet from anyone waiting in line to vote, if the line to vote extends beyond the flags).

Ohio law also prohibits offering "money or other valuable thing" to influence voting. Food, discounts, and similar items are "things of value" for purposes of the election law statutes on bribery ([R.C. 3599.01](#)).

Journalists and Media

The media is granted reasonable access to polling locations during elections. The First Amendment to the U.S. Constitution has been interpreted as allowing this access. However, no one, including members of the media, may disrupt voting, interfere with the election, intimidate voters, or compromise ballot secrecy. The board and voting location managers may have members of the media removed if they engage in these actions.

Precinct election officials should inform the county board of elections if members of the media visit the polling location. If a journalist requests an interview, contact the board of elections. You may ask for their name, media outlet, and contact information so you can provide the proper information to your board. PEOs should not provide interviews.

Observers

Observers may be appointed by political parties or groups of candidates at least 11 days before Election Day to observe the election in the polling location (R.C. [3505.21\(C\)](#)). More information on observers may be found in the [Ohio Election Official Manual, Chapter 9, Section 9.10](#).

What should a PEO do?

A PEO must verify the observer's Certificate of Appointment of Observer ([Form 215-B](#), [Form 216-B](#) or [Form 220](#)) and administer the following oath to them:

"You do solemnly swear that you will faithfully and impartially discharge the duties as an official observer, assigned by law; that you will not cause any delay to persons offering to vote; and that you will not disclose or communicate to any person how any elector has voted at such election."

Observers are permitted to:

- Be in the polling location before, during, and after hours of voting.
- Move freely about the polling location as long as they do not engage in any prohibited activities. They also are not permitted to observe at precincts at which they are not duly appointed.
- Use communication devices and audio/video devices in and about the polling location, subject to the following conditions:
 - The devices must produce no noise (low volume vibration settings are permitted).
 - Devices may not be used to take photographs, videos, or to record or transcribe any conversations within the polling location (a camera is considered a device for purposes of these instructions).
 - The observer may not have an audible conversation inside the polling location using a mobile device or phone.
 - The observer may send and receive text messages, email, instant messages, and similar other nonverbal electronic communication using a communication device, or audio/video device.
 - The observer may not use the communication device or audio/video device in any way that creates a disruption or disturbance within the polling location.

Observers must NOT:

- Disrupt the election, or in any way intimidate a voter, risk violating the secrecy of the ballot or voter privacy.
- Use a cellular phone or other communication device within the polling location to discuss the election or a perceived problem with the running of the election.

- Interfere with PEOs performing their jobs, or otherwise interfere with the operation of the polling location.

PEOs should contact the board of elections for further clarification and instructions if any of these situations arise.

Persons Assisting Voters

- Voters may ask for help marking their ballots because of a disability or illiteracy. They may choose a person to help them, or ask the help of two precinct election officials, one from each major political party. The voter may choose anyone except their employer, an agent of their employer, a union officer or agent (if the voter is a member of a union), any candidate on the ballot ([R.C. 3505.24](#)), or a single PEO.
- Before Election Day, a voter may designate an attorney-in-fact ([Form 10-F](#) or [Form 10-G](#)). This person may sign all election-related documents on behalf of the voter in the voter's presence.
- Any person helping a voter mark their ballot is forbidden by law from providing any information on how the person they assisted voted.

More information on assisting voters may be found in the [Ohio Election Official Manual, Chapter 9, Section 9.08](#).

The attorney-in-fact designation is specific to Ohio election law and not a general power of attorney. If such an attorney-in-fact is on file with the board of elections, it must be noted in the pollbook or on the poll list ([R.C. 3501.382\(B\)\(2\)](#)).

Persons Checking the Official Precinct Voter Registration List

- Anyone may enter the polling location to check and take notes from the Official Precinct Voter Registration List. However, they may not wear campaign-related clothing or items within the polling location or neutral zone (see "[Campaigning](#)"), and they may not disrupt voting.
- People checking the posted Official Precinct Voter Registration List may not remove it, so post the list securely where it will always be observable. People may take photos of it.

Pollsters

Pollsters conducting exit polling are allowed OUTSIDE the polling location (within 100 feet) but are not allowed INSIDE the polling location. Exit pollsters:

- may not enter a polling location
- may not interfere with or disrupt the election
- may not wear anything that suggests that they are campaigning for or against any candidate or issue on the ballot (see "[Campaigning](#)")

Posting of Official Precinct Voter Registration List

Updated copies of the Official Precinct Voter Registration List must be posted throughout the day so that the public can see which registered voters in the precinct or in the precincts within the polling location have voted.

Before polls open on Election Day, the voting location manager should check off and clearly indicate all absentee and early provisional ballot voters listed on the Supplemental List.

- Post the first copy of the list at 6:30 a.m., after the absentee and early provisional voters have been marked. PEOs must continue to update the other copies as people vote.
- Post the second copy at 11 a.m., showing who voted since 6:30 a.m. Continue to update other copies.
- Post the third copy at 4 p.m. showing who voted from 11 a.m. to 4 p.m. No more updated postings are required after 4 p.m.
- These lists may be produced using the electronic pollbook system for your polling location. Each list of voters and their addresses must be clearly posted at the appropriate time next to the complete official registration list that is posted before the opening of polls. Follow the board's instructions for producing these lists.
- Anyone may come in to examine these lists and take notes but may not wear campaign-related clothing or items, may not disrupt voting, and may not remove the list (see above).

Problems with an Individual's Conduct at a Polling Location

You play an important role in creating a calm, friendly, and respectful environment. Recognize that some people have deeply felt emotions or strong feelings about election day, candidates, or issues, and your tone and approach can help diffuse tense situations.

PEOs must contact the board office and/or the appropriate law enforcement official immediately if they have a problem with the conduct of ANY person at a polling location.

You should view the de-escalation training resources on our website on the [Secretary of State Election Readiness Training Institute](#) page.

Recordkeeping While the Polls Are Open

PEOs must document unusual or exceptional events at the polling location, especially those that might affect the election results. Use the election forms supplied by the board to record these. This documentation provides a complete and accurate account of what happened at the polling location on Election Day. For example, any discrepancies between the number of voters who entered the polling location and the number of ballots actually cast must be noted.

The county board of elections uses these records to address any issues that arise during the current election and to plan for future elections. Provide complete, accurate, and detailed information.

Replacement Ballots

The following applies to paper ballots only:

- If a voter tears, spoils, makes a mistake on, or damages a paper ballot, they may return it to a PEO for a new one. If a voter returns a damaged ballot, they must fold it to hide any marks they made.
- If they make a mistake on the second ballot, provide them with a third ballot.
- Never provide more than three paper ballots to a voter.
- When a damaged ballot is returned, write "Defaced" on the back of the ballot and place the stub and the ballot in the separate containers provided by the board for that purpose.
- No one voting a paper ballot may leave the polling location until they return every ballot issued to them, regardless of whether or not they made any marks on the ballot.

Time Limits

Voters may take up to 10 minutes in a voting booth when all booths are full, and others are waiting. However, be sure to give voters enough time to mark and check their ballot. The 10-minute limit doesn't apply to voters using accessible voting machines.

If a voter is taking an unusually long time, two workers from different parties may politely ask if they need help.

Verify Ohio

The Ohio Secretary of State's [VerifyOhio](#) messaging platform will be used throughout the 2026 election cycle to fact-check rumors, answer common questions, and provide a "rapid response" resource to help dispel misinformation. This tool helps build confidence in the integrity of elections by addressing false claims head-on, verifying accurate information, and helping educate citizens. Follow @VerifyOhio on [X](#), [Facebook](#), or [Instagram](#).

See It, Send It

The Ohio Secretary of State's [See It, Send It](#) initiative directs voters to report election violations to the Secretary of State's Election Integrity Unit through an online form accessed via QR code. An informational poster is included in the appendix of this manual on page 90.

Write-In Candidates

The board must provide each polling place with a list of names of declared write-in candidates. These candidates' names do not appear on the ballot. Precinct election officials must show it to voters who ask to see it. This list should not be posted, but shared only with voters who specifically ask for it.

VOTERS WITH DISABILITIES

State and federal laws require all polling locations to be accessible to people with disabilities. The Help America Vote Act (HAVA) requires that all voters must have the ability to independently cast a private ballot. The Americans with Disabilities Act (ADA) sets standards for ensuring that people with disabilities have equal access to public services and facilities, including polling locations.

Voters with disabilities have the right to vote. PEOs must work to accommodate voters who have disabilities to find the most suitable method for them to cast a ballot.

Below are some general guidelines for PEOs when interacting and communicating with voters with disabilities. Also refer to the above section on "Persons Assisting Voters."

More information on accessibility requirements may be found in the [Ohio Election Official Manual, Chapter 6, Section 6.02](#).

General Guidelines for Communicating to Voters with Disabilities

- Speak directly to the voter with a disability, not to a companion or an interpreter.
- Face the voter while speaking clearly.
- Offering to shake hands when introduced to people with limited hand use or an artificial limb is acceptable.
- Always identify yourself as a precinct election official.
- If the voter accepts an offer of assistance by two precinct election officials of different political parties, listen and wait for instructions. Allow their voting process to be private.
- Treat adults as adults. Do not patronize a voter with a disability.
- Don't distract service animals.
- Relax and be friendly.

Interacting with Voters Who Have Speech Impairments

- Voters who cannot speak may provide their ID to the PEO helping them, who then reads the name and address out loud.
- Ask the voter to repeat what they said if you didn't understand them, and then repeat it back.
- Follow the voter's cues to determine whether speaking, gestures, or writing is the best way to communicate with them.
- Talk calmly, slowly, and directly to the voter. Do not shout. Ask questions that require only short answers or a nod of the head.
- Be patient.

Interacting with Voters Who Are Deaf or Hearing Impaired

- To get the attention of a voter who is deaf, tap them gently on the shoulder or wave a hand.
- Identify yourself as a precinct election official (i.e., show your name badge).
- Look directly at the voter when communicating, not to anyone who may be assisting them.

- Speak slowly while facing the voter. Do not shout or exaggerate.
- Communicating in writing is acceptable.
- If not understood at first, write or rephrase sentences, rather than repeat them.

Interacting with Voters Who Are Blind or Visually Impaired

- Identify yourself as a precinct election official as soon as the voter approaches.
- Let the voter know if you are leaving or walking away.
- Be as specific as possible when giving directions to navigate around the voting location. Alert the voter to any obstacles or offer to physically guide the voter. Don't be uncomfortable using words like "look" or "see."
- If asked to guide a voter who is blind or visually impaired, ask which arm they prefer and allow the voter to grasp your arm above the elbow. Don't grab the voter as this will cause the voter to walk a half step behind you.
- After asking, it is appropriate to physically guide a voter's finger to the signature line on the electronic pollbook or paper pollbook to show them where to sign.
- Use a normal tone of voice and speak directly to the voter.
- Don't pet or distract service animals.
- Don't be afraid to ask how you can be most helpful.

Interacting with Voters Who Have Mobility Impairments

- Make sure chairs are available for voters with mobility disabilities and/or voters who cannot stand for a long period of time.
- Do not lean or hang on a person's wheelchair. Consider the device as an extension of the voter's body.
- Try to speak at eye level when conversing with an individual in a wheelchair by sitting or kneeling.
- Voters who use canes or crutches need their arms to balance themselves, so never grab a voter's arms or their devices.
- Always ask the voter if they want assistance, wait for a response, and then provide the needed help as directed.

The best advice for assisting a voter with a disability is to do for that person what you would want done for you and to treat that person as you would want to be treated.

CLOSING THE POLLS

Preparing to Close the Polls

All polls in Ohio must close at 7:30 p.m., unless extended by a court order.

About half an hour before polls close:

- PEOs should announce the names of the precincts in the polling location repeatedly to people waiting in line to help ensure the voter is in the correct polling location. (It might be helpful to have the Precinct Voting Location Guide readily available.)
- Announce that the polls are closing soon, but that everyone in line at closing time, 7:30 p.m., will still be able to vote.

Court Orders

If there is a court order to keep the polling location open past 7:30 p.m., precinct election officials will need to know who the last person in line was at 7:30 p.m. Make sure of the following:

- Voters who were already in line at 7:30 p.m. may vote a regular ballot, if eligible.
- All voters who arrive between 7:30 p.m. and the court-ordered closing of the polling location must vote a provisional ballot.
 - o These provisional ballots **MUST** be kept separate from other provisional ballots voted during the regular voting hours in case the court decision is later overturned.
- Write "After close of polls by order of the court" on the ID Envelope - Provisional Ballot Affirmation ([Form 12-B](#)).

Officially Closing the Polls

At 7:30 p.m., the official closing time, one PEO should loudly declare, “The polls are closed!” People waiting to vote at closing time must be permitted to vote.

PEOs should:

- Move the line inside the locked door of the polling location, if possible; **or**
- Place a PEO after the last person who is in line at 7:30 p.m. to prevent additional people from joining the line.

After the Voters Have Left the Polling location

To properly close the polling location, all the following tasks must be completed. Also follow the checklist provided by your board to make sure you aren’t missing anything or leaving supplies at the polling location.

- ❑ Record all ballot statistics (e.g., regular, provisional, spoiled and defaced, 17-year-old voter, and unused ballots) on the Balance/Reconciliation Sheet provided by the board.
- ❑ Count and record the total number of signatures in the pollbook following instructions provided by the board.
- ❑ Post precinct results at the polling location as directed by the board.
- ❑ Double-check ballot statistics and sign the Closing Certificate and Election Day Balance/Reconciliation Sheet.
- ❑ Bring in the flags and take down signs both inside and outside the polling location.
- ❑ Close out and pack up the voting equipment following the board’s directions.
- ❑ Following the bipartisan chain of custody, securely pack ballots and supplies and immediately return them to the board of elections or the designated drop-off location.
- ❑ PEOs must wait for a Voting Location Manager to release them. Once they are released, PEOs should sign the pay form before departing.

Transportation of Ballots

To maintain bipartisan chain of custody, two election officials from different parties must travel together in the same vehicle back to the board of elections or designated drop off location. Please also refer to specific transport instructions provided by the board for more details.

More information on closing the polls may be found in the [Ohio Election Official Manual, Chapter 9, Section 9.11](#).

PRIMARY ELECTION INFORMATION

Issuing a Ballot as Part of the Voting Process During a Primary Election

Use the following additional procedures when issuing a ballot. Please refer to more detailed instructions in the [Processing Voters](#) section.

More information on primary elections may be found in the [Ohio Election Official Manual, Chapter 5, Section 5.02](#).

Step 1. Ask the voter: “Which ballot would you like – a political party ballot or an issues-only ballot?”

Most voters will know which type of political party ballot they will want. But, if a voter asks, “What are my choices?” then you should explain the political party ballot choices, if any exist.

Step 2. Record the voter’s choice of ballot in the pollbook by marking either:

- The appropriate political party for the ballot requested by the voter, **or**
- That the voter requested an issues-only ballot.

Step 3. Provide the voter with the proper ballot or appropriate ballot permission slip/device.

Step 4. Direct the voter to the appropriate voting area.

Challenging a Voter – Party Affiliation

If a PEO knows that a voter is not affiliated with or is not a member of the political party whose ballot they have requested, the PEO may challenge the voter and ask them to complete the Statement of Person Challenged as to Party Affiliation ([Form 10-W](#) or [Form 10-X](#)).

- Personal knowledge requires more than seeing a notation of party affiliation in a board record such as a pollbook. PEOs must not rely solely on the pollbook information to challenge an elector’s party affiliation.
 - o Such challenges will be rare, and a voter is required to complete [Form 10-W](#) or [Form 10-X](#) only if they are challenged.

- If the voter challenged completes the required form, then the voter's choice of ballot is added in the pollbook by marking the political party whose ballot the voter requested. The voter is then given a regular ballot, or the appropriate ballot permission slip or device for the political party ballot of their choice.
 - If the challenged voter refuses to complete the required form ([Form 10-W](#) or [Form 10-X](#)), then they **MUST** vote provisionally. In such a case, give the voter the provisional ballot for the voter's choice of political party.

17-Year-Old Voters

Ohio law allows 17-year-olds to vote only if they will be 18 years old by or on the day of the general election. They may vote only for candidates seeking nomination to run in the general election and presidential convention delegates in presidential primaries.

However, voters who are 17 years old as of the primary election may not vote on any question or issue, or any state or county central committee contests.

Voters who are 17 years old will be identified as such in the pollbook. Provide the voter the [17-Year-Old Voter Instructions](#) before providing them their ballot or ballot permission slip/device. If the county does NOT offer a unique ballot for 17-year-old voters, provide them:

- A regular paper ballot
- Instructions on the proper method for marking and returning the ballot (i.e., the 17-Year-Old Voter Instructions)
- An envelope for the voted ballot that must be kept separate from the other regular ballots so the board can review it to ensure that no votes for which the 17-year-old voter is ineligible to cast are counted

Primary Information Reminders

- By voting a political party's ballot, the voter becomes affiliated with that political party. This designation may be changed only by voting a different political party's ballot in the next partisan primary election.
- Make sure to enter in the pollbook which political party's ballot is voted by a voter, regardless of whether there is a change in party affiliation.
- At the end of the day, complete the bottom portion of [Form 10-X](#) for any pages which were not completed earlier in the day.

APPENDIX

Glossary

Americans with Disabilities Act - The Americans with Disabilities Act (ADA) is a federal law that ensures that Americans with disabilities have equal access to public services and facilities. A provision of the ADA requires that persons with disabilities have equal access to polling locations and the voting process.

Assisted Voter - Voters may ask for assistance in marking the ballot because of disability or illiteracy. Assisted voters may have a person of their choice or two precinct election officials (each from a different political party) assist. The only people who cannot assist a voter are the voter's employer, an agent of the voter's employer, an officer or agent of the voter's union, or a candidate who is on the ballot ([R.C. 3505.24](#)).

Attorney-in-Fact - Different from a power of attorney, an attorney-in-fact is a person (not necessarily an attorney) of the voter's choice, who has been designated with the board of elections prior to Election Day and, who may sign all election-related documents on behalf of the voter in the voter's presence ([R.C. 3501.382](#)).

Campaigning - *Campaigning* is attempting to persuade people to vote for or against a certain candidate or issue. Activities may include, but are not limited to, the display or distribution of political badges, T-shirts, buttons, literature, newspapers or magazines with political covers, hats, stickers, pins, bags, and so on. Campaigning is prohibited in polling locations and their surrounding neutral zones (within 100 feet of the entrance to polling locations and within 10 feet of voters waiting in line, if the line extends past the 100 feet).

The following three types of attire and paraphernalia are prohibited in a polling location and its surrounding neutral zone:

- attire and paraphernalia displaying the name of a political party
- attire and paraphernalia displaying the name of a candidate
- attire and paraphernalia demonstrating support of or opposition to a ballot question or issue

Acceptable attire includes school spirit wear like jackets, jerseys, or hats with the school's name or mascot, even if a school levy is on the ballot. Prohibited items explicitly advocate for or against a ballot measure, candidate, or party, like "Vote for Bob" or "Defeat the Levy." Slogans indirectly related to political issues without specific advocacy are allowed. Election officials should prioritize maintaining peace and being sure voters can cast their ballots without feeling intimidated.

Any person who is permitted in a polling location and its surrounding neutral zone must remove or cover the campaign attire and paraphernalia prohibited in 1–3 above. A voter who refuses to remove or cover up prohibited campaign attire or paraphernalia still **must be allowed to vote** if the voter is entitled to do so ([R.C. 3501.33](#)). Report any such incidents to the board of elections.

County Street Directory - An alphabetical list of every street or road segment in the county with the corresponding assigned precinct/voting location.

DRE - A Direct-Recording Electronic voting machine (DRE) uses touchscreens, keypads, or push buttons to securely record selections and mark the paper ballot. DRE machines print a voter verifiable paper record that shows what the machine recorded electronically. This paper record is the official ballot for purposes of a recount and/or a post-election audit.

Election Security - In the polling location, all voting equipment, ballots, pollbooks, and election records must be stored in such a way that they cannot be tampered with. All actions taken by precinct election officials, observers, and others at the polling location must be in public view and must be documented.

Electronic Pollbook - An electronic device which contains information for the registered voters within a precinct or polling location.

Exit Polling - A series of questions asked of voters by members of the media or pollsters after the voters have voted. Exit polling must be conducted in an area that does not impede the flow of voters or interfere with the voting process, but pollsters may be within 100 feet of the entrance to the polling location.

Federal Election - Any primary or general election in which a candidate for president, presidential delegates to a party's nominating convention, U.S. Senator, and/or representatives to Congress are elected or nominated. These are generally primary and general elections in even-numbered years.

General Election - General elections are held on the first Tuesday after the first Monday in November. General election voters determine who will be elected to represent the people at a given level of government. Federal, state, and county candidate elections are held in even-numbered years, while city, village, township, and board of education candidate elections are held in odd-numbered years. State, county, district, or local issues may be on the ballot in any general election.

Identification Requirements - Ohio Voter Identification Law requires all voters to present valid ID to qualify to vote. For more information, refer to page 36.

Oath/Payroll Sheet - All precinct election officials must complete and sign the Oath/Payroll Sheet before opening the polls. The voting location manager must sign it before workers can be paid ([R.C.](#)

[3501.31](#)).

Observer - A person who is officially appointed to observe the election by a political party, five or more candidates, or a ballot issue committee recognized by the board of elections pursuant to law as supporting or opposing a ballot issue. The person may observe in the voting location. Notice of a person's appointment as an observer must be filed with the board of elections no later than 11 days prior to Election Day. The observer must present a copy of the certificate of appointment to a precinct election official in order to be permitted to observe in a polling location. Observers must receive an oath from the voting location manager ([R.C. 3505.21](#)).

Official Precinct Voter Registration List - The names and addresses of every voter who is properly registered to vote in the precinct(s) within the polling location. Precinct election officials check off the names of persons as they vote and post the list at 6:30 a.m., 11:00 a.m., and 4:00 p.m. This list also indicates if a voter has requested an absentee ballot ([R.C. 3503.23](#)).

Ohio Revised Code - The Ohio Revised Code (R.C.) is the compilation of Ohio's statutes of a permanent and general nature, as revised and consolidated into general provisions, titles, chapters, and sections. Title 35 of the Ohio Revised Code contains the main provisions of Ohio law addressing elections.

Pollbook - An electronic device or printed book which contains names and addresses of every voter who is registered in the precinct. Every voter who is physically able to sign their name signs the pollbook before voting. This device or book allows the precinct election official to know whether a voter has requested an absentee ballot or any special directions needed to process the voter.

Polling Location/Polling Place - A site provided for residents of a precinct to vote. A polling location may house more than one voting precinct.

Polling Location Forms Supply/Book - A container in which all forms are kept for use by precinct election officials on Election Day ([R.C. 3501.30](#)).

Polling Location Supply Containers - Containers, used in some counties, which hold various materials needed for Election Day.

Precinct Election Officials (PEOs) - Qualified electors residing in the county and appointed by the county board of elections to conduct the elections in a polling location in that county ([R.C. 3501.01\(U\)](#); [R.C. 3501.22](#)).

Precinct Election Official Manual - A manual for precinct election officials that contains procedures and instructions needed to process voters.

Precinct - A district within a county established by the board of elections, where all qualified voters with a voting residence in that district may vote at the same polling place ([R.C. 3501.01\(Q\)](#)).

Precinct Voting Location Guide - An electronic or paper record that lists the correct precinct and polling location for either each specific residential street address in the county or the range of residential street addresses located in each neighborhood block in the county. This guide includes an alphabetical list of every street in each precinct ([R.C. 3505.181\(E\)\(1\)](#)).

Primary Election - An election held for the purpose of nominating persons as candidates of political parties for election to offices in a general election, and for the purpose of electing persons as members of the controlling committees of political parties and as delegates and alternates to the conventions of political parties.

Provisional Ballot - A ballot given to a voter who claims to be properly registered to vote in that precinct and whose qualification to vote cannot be immediately established at the precinct voting location. The provisional ballot identification envelope ([Form 12-B](#)) completed by a voter is returned to the board of elections office for review and verification after the polls close ([R.C. 3505.181](#); [R.C. 3505.182](#)).

Sample Ballot - A duplicate copy of the official ballot for each precinct provided to each voting location and posted prominently for voters to view.

Service Animal - An animal that is trained to perform tasks for people with disabilities, such as guiding people who have visual impairments, alerting people who are hearing-impaired, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.

Signature Pollbook – See **Pollbook**.

Special Election - Any election other than a general or primary election ([R.C. 3501.01](#)).

Supplemental Voter List - A listing of voters whose registrations or voting statuses were updated after the pollbooks were printed or the electronic pollbook was loaded with data.

Voter Registration Form - A form used by a U.S. citizen to register to vote in an election. An individual must complete the form and mail or deliver it to the board of elections 30 days before the election in order to be eligible to vote in that election ([R.C. 3503.14](#)).

Voting Instructions Poster - Information about when and how to cast the ballot.

Voting Location Manager - A precinct election official appointed by the county board of elections to be responsible for correctly managing the election in the voting location assigned to them. This

includes processing voters, documenting procedures, preparing election records and returns at the end of the day, and transporting election supplies, materials, and ballots back to the board of elections after the polls close. The transportation must be done in tandem with another precinct election official, or an employee or appointee of the board of elections, who is from a different political party.

Voting Location Manager Instructions - Election supplies and last-minute changes received by the voting location manager from the board of elections.

Voting Rights Information Poster - A printed sheet informing voters of their rights and to whom they may turn if they feel their right to vote has been infringed.

Write-In Candidate - A candidate who has filed a declaration to be a write-in candidate with the board of elections. A write-in candidate's name does not appear on the ballot, but they are eligible to receive votes when a voter writes the candidate's name in the space provided on the ballot ([R.C. 3513.041](#)).

Frequently Asked Questions

1. **Must a voter show an election official an acceptable proof of identification (ID) to vote a regular ballot?**

Yes. If they do not, they must vote a provisional ballot. There are many types of acceptable ID.

2. **Are passports an acceptable form of voter ID?**

Yes. A current United States Passport that includes both the legal name and photograph of a voter is an acceptable form of identification. Expired U.S. passports are not acceptable forms of ID.

3. **Does a provisional voter need to show ID to a precinct election official when completing the provisional ballot envelope (Form 12-B)?**

Yes. The voter must provide photo ID as well as enter the type of ID provided on the provisional ballot affirmation. If an individual provides an Ohio driver license, a state identification card, or interim identification document, the individual also must provide their driver license or state identification card number on the envelope as well.

Voters who do not have a photo ID may still cast a PROVISIONAL ballot. They then have four days to present their photo ID to the board of elections.

4. **Will completing the Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)) register a non-registered voter for future elections?**

Yes, but only if it is properly completed and the person is eligible to register to vote. The Identification Envelope - Provisional Ballot Affirmation (Form 12-B) may be used to register a previously unregistered person if it is properly completed.

5. **A voter brings an absentee ballot to the voting location. What should a precinct election official do?**

Absentee ballots cannot be accepted at the polling location on Election Day. Advise the voter that they can take the completed absentee ballot to the board of elections office by 7:30 p.m. on Election Day.

6. **Who is required to transport voted ballots to the board of elections after the polls close?**

To maintain bipartisan chain of custody, two election officials from different parties must travel together in the same vehicle back to the board of elections or designated drop off location. Please also refer to any specific transport instructions provided by the board of elections for more details.

7. How should a precinct election official respond when a voter asks specific questions about candidates or issues?

Precinct election officials should respond that they cannot advise, instruct, or educate voters on candidates or issues.

8. If a voter arrives by 7:29 p.m., can they still vote?

Yes. Allow any voter in line at 7:30 p.m. to vote. At 7:30 p.m., lock the doors, if possible, or direct a precinct election official to stand at the end of line and inform any voters arriving after 7:30 p.m. that the polls are closed.

9. Is there a time limit for voters to vote?

Yes. There is a 10-minute time limit whenever all machines or voting compartments are in use and other voters are waiting to use them. However, precinct election officials should be flexible in enforcing that time limit and ask voters who are taking longer than expected if they need assistance. The 10-minute time limit for occupying a voting compartment does not apply to any voter requiring the use of an accessible voting machine (R.C. 3505.23).

10. Can I refuse to allow an irate or drunken person to vote?

No. If necessary, the sheriff, police, or other peace officers may be called upon for assistance, but all electors should be allowed to vote. Use common sense, prudent judgment, and superior customer service when dealing with difficult voters. You can also view [de-escalation training resources](#) on our website.

11. What should a precinct election official do with a list of eligible write-in candidates provided by the board of elections?

The list should be shown to any voter who asks for a list of write-in candidates. Precinct election officials may not post the list.

12. A voter enters the polling location wearing campaign attire. What should a precinct election official do?

Politely ask the voter to remove or cover the items because, by law, the polling location must be free of any campaign paraphernalia, including attire. If the voter refuses, the voter may still vote, but the board of elections must be made aware of the incident.

13. Can a voter wear offensive attire to the polls?

Yes. Ohio law only prohibits attire and paraphernalia displaying the name of a political party, attire and paraphernalia displaying the name of a candidate, and attire and paraphernalia demonstrating support of or opposition to a ballot question or issue.

14. Can any voter return another voter's absentee ballot?

No. Ohio law prohibits the unauthorized return of a ballot on behalf of another voter. This is a crime called "ballot harvesting". If a person is assisting a voter who is disabled (as defined by state or federal law) or an immediate family member (spouse, father, mother, father-in-law, mother-in-law, grandfather, grandmother, brother or sister of the whole blood or half blood, son, daughter, adopting parent, adopted child, stepparent, stepchild, daughter-in-law, son-in-law, uncle, aunt, nephew, or niece of the voter) with the return of a ballot, they MUST see a board of elections official who can provide the person with the necessary attestation form ([Form 12-P](#)). Drop boxes may only be used by a voter to return their own personal ballot.

Polling Location Supplies Checklist

Required by R.C. 3501.30

- ☐ Official ballots
- ☐ Ballot boxes/containers – Secured and locked containers within which voted paper ballots or envelopes containing voted ballots are placed.
- ☐ Pollbook(s) – Otherwise known as the electronic or printed pollbook(s).
- ☐ Poll Lists – Voter registration lists which provide the names, addresses, and party affiliation of each voter within a polling location.
- ☐ Cards of Instruction for Voting System – Voting instructions that are specific to each county's voting system.
- ☐ Cards of Instruction for Electronic Pollbooks – Instructions that are specific to each county's electronic pollbooks, if applicable.
- ☐ Summary Statement of Precinct Election Results – Forms on which to make summary statements, if applicable. These are generated at the close of the poll by voting machines.
- ☐ Certificates – Provided in the electronic or printed pollbooks or poll lists for the precinct officials to sign after the polls close, certifying that the electronic or printed pollbooks or poll lists correctly show the names of all electors who voted in the polling location at the election.
- ☐ Large map of each appropriate precinct – Showing all streets within the precinct and containing identifying symbols of the precinct in bold print.
- ☐ A large United States flag.
- ☐ Two or more small United States flags.
- ☐ Pens and pencils.
- ☐ Tally sheets, if applicable.

Required Postings

- ❑ **Special Voting Instructions Poster** – Instructions on how to vote, including how to cast a regular ballot or a provisional ballot. The poster will state the date of the election and the hours during which the polling location is open.
- ❑ **Sample ballot for each precinct** – The sample ballot must be printed on colored paper and “Sample Ballot” must be plainly printed in boldface type on the face of each ballot.
- ❑ **Full text of any condensed ballot language for a state or local question(s) or issue(s)**
- ❑ **Voting Rights Information Poster** – Instructions required by state and federal law on voters’ rights which provides an explanation of prohibited acts of fraud, intimidation, and misrepresentation, as well as instructions on how to contact the appropriate officials if any voting rights violations or prohibited acts are alleged to have occurred.
- ❑ **Form 10-V Notice** – A notice regarding voting more than once at same election
- ❑ **Official Precinct Voter Registration Lists for Posting** – A list of registered voters generated by the board of elections that must be posted in a polling location no later than 6:30 a.m. and marked by precinct election officials and posted at 11:00 a.m. and 4:00 p.m. to indicate the names of registered voters who have voted.
- ❑ **Voter Identification Poster**
- ❑ **Proof of Citizenship Poster**
- ❑ **Backup Optical Scan Paper Ballot Instructions for Voters in Counties that Use DRE Voting Machines as Their Primary Voting System**
- ❑ **See It, Send It Poster**
- ❑ **Statewide Mailing Absentee Ballot Application Poster** (if applicable)

Forms

- ❑ [Form 10-L](#) – Notice of Change of Name
- ❑ [Form 10-U](#) – Affidavit-Oath-Examination of Person Challenged (for voter who is challenged at polling location) ([R.C. 3505.20](#))
- ❑ [Form 10-W](#) – Statement of Person Challenged as to Party Affiliation (Primary) or [Form 10-X](#) Statements of Persons Challenged as to Party Affiliation as directed by your county board of elections
- ❑ [Form 12-B](#) – Identification Envelope - Provisional Ballot Affirmation (i.e., Provisional Voter Envelope)
- ❑ [Form 12-D](#) – Provisional Voter Precinct Verification Form
- ❑ [Form 12-H](#) – Provisional Ballot Notice – Includes a list of acceptable forms of proof of citizenship and a hotline number, and must be given to each voter that votes a provisional ballot
- ❑ [Form 12-O](#) – Affidavit of Religious Objection
- ❑ [Form 104](#) – Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath
- ❑ [Form 450](#) – Election Day Precinct Incident Log
- ❑ [Form 475](#) – Voting Unit Event Log
- ❑ [Form SEC 4010](#) – Voter Registration and Information Update Form
- ❑ [Chain-of-Custody Log](#) (Form 400) – Board of Elections Voting Machine Equipment, Supplies and/or Ballots Custody Form – Form used to track the custody and location of voting equipment, including pollbooks, supplies and/or ballots

Additional Items

- ☐ Precinct Election Official Manual
- ☐ Precinct Election Official Quick Reference Guide (flip chart) from the Secretary of State
- ☐ Instructions for 17-Year-Old Voters (primary elections only)
- ☐ Backup paper pollbooks (in counties utilizing electronic pollbooks only)
- ☐ Contingency Plans/Emergency Contact List for the board of elections
- ☐ Other board-provided instructions or guides
- ☐ County Street Directory
- ☐ Precinct Voting Location Guide
- ☐ Envelopes for spoiled and defaced ballots
- ☐ Envelopes for curbside voter ballots (if provided by the board of elections)
- ☐ ADA components/accessories (i.e., headsets, etc.)
- ☐ Locks and/or seals
- ☐ "I Voted" Stickers
- ☐ Precinct Election Official Nametags
- ☐ Payroll statements
- ☐ Ohio Elections Are Secure Handout

Additional Items for DRE Counties (will vary based on the type of DRE)

- ☐ Extra rolls of paper
- ☐ Extra canisters or spools
- ☐ Memory cards
- ☐ Voter cards
- ☐ Security tape
- ☐ Keys
- ☐ Extension cord(s) (if necessary)

Additional Items for Paper Ballot Counties

- ☐ Secrecy sleeves
- ☐ Extra pens/pencils
- ☐ Security tape
- ☐ Keys
- ☐ Extension cord(s), as needed

Identification Requirements Poster

IDENTIFICATION REQUIREMENTS

– For the Purpose of Voting –

ACCEPTABLE		UNACCEPTABLE
Driver License 	State ID 	Non Renewable/Non Transferable Credential
U.S. Passport 	Interim ID 	Ohio Mobile ID
U.S. Passport Card 	U.S. Department of Veterans Affairs ID 	Identifier (on the back) If the license or ID contains a "NONCITIZEN," the identification requires additional proof of citizenship.
U.S. Military ID or Ohio National Guard ID 	U.S. Military Dependent ID 	

Make sure your voice is heard! Learn more at VoteOhio.gov

This poster presents forms of photos (1), but these forms of ID may have alternate designations/names.

101-228-1103-06 print-11-16-24

Special Voting Instructions Poster



Special Voting Instructions

Polling Hours: 6:30 a.m. to 7:30 p.m.

Proof of Identity – Identification Requirements

All voters must show unexpired photo identification with their name on it. The following are acceptable forms of photo identification:

- Ohio driver's license, state ID card, or interim ID form issued by the Ohio Bureau of Motor Vehicles (BMV).
- A United States (U.S.) passport or passport card.
- A U.S. military ID card, Ohio National Guard ID card, or U.S. Department of Veterans Affairs ID card.

If you have an unreported change of name, but you present proof of legal name change and complete form 10-L on Election Day, you may be eligible to cast a regular ballot.

If you are unable to provide photo identification, you will be allowed to cast a provisional ballot. If you do not have photo identification because of a religious objection to being photographed, you may complete an affidavit of religious objection and have your provisional ballot count.

Voting a Provisional Ballot

You will be permitted to cast a provisional ballot after completing and signing a provisional affirmation statement for any of the following reasons:

- Your name does not appear on the official poll list for an election, a precinct election official asserts that you are not eligible to vote, or a precinct election official is unable to determine your eligibility to vote.
- You do not have or are unable to provide valid photo identification.
- You are an Ohio voter who moved from one Ohio precinct to another Ohio precinct, and you did not update your voter registration by the 30th day prior to this Election Day.
- You are an Ohio voter who changed your name, and you did not update your voter registration by the 30th day prior to this Election Day or bring documentation of your name change with you today.
- You are an Ohio voter who moved from one Ohio precinct to another Ohio precinct and changed your name, and you did not update your voter registration by the 30th day prior to this Election Day.
- Your name is marked on the poll list or signature book as having requested an absentee ballot.
- Your name is marked on the poll list or signature book with a notation that registration mailings have been returned undeliverable.

A hearing on a challenge to your eligibility to vote was held and resolved against you, or the hearing on a challenge to your eligibility to vote has been postponed until after Election Day.

- Your eligibility to cast a ballot has been challenged by the precinct election officials.
- Your signature, in the opinion of the precinct election officials, does not match your registration form.

The precinct election official will provide you with instructions on how to vote the provisional ballot. After voting the provisional ballot, you will return the ballot to the precinct election official.

No person will be denied the opportunity to cast a provisional ballot because they do not reside in the precinct in which they wish to vote. However, if the precinct election official documents that you refused to cast a provisional ballot in the precinct in which you reside, your ballot cannot be counted.

If the county board of elections determines that you were eligible to cast that ballot, the provisional ballot will be counted in the official canvass of the election.

As a person voting by provisional ballot in an election, you are entitled to written information describing how you may learn, through a free telephone access system, whether your provisional ballot was counted by election officials, and if it was not counted, why not. The precinct election official will provide this information to you.

If you properly complete and sign the affirmation statement on the provisional ballot envelope, the board of elections will update your voter registration based on the information that you provide.

Voting Rights Information Poster

VOTING RIGHTS INFORMATION

Voters' Rights

1. Voters whose names do not appear on the poll list in an election, or who are unable to comply with identification requirements, are entitled to vote by provisional ballot if they declare they are registered to vote in the jurisdiction and eligible to vote in the election. *[52 U.S.C. 21082(a), 21083(b); R.C. 3505.181]*
2. Voters in an election who vote by provisional ballot are entitled to written information describing how they may learn, through a free access system, whether their provisional ballots were counted by election officials, and if they were not counted, why not. This is known as the "Provisional Ballot Notice," and it is required to be given to every person who votes a provisional ballot. *[52 U.S.C. 21082(a); R.C. 3505.181]*
3. Voters who vote in an election for federal office after the established time for polls to close due to a court order or other order requiring the polls to remain open for extended hours will have to vote by provisional ballot (unless those voters were in line at the time polls closed). *[52 U.S.C. 21082(c)]*
4. Voters who are registered to vote in Ohio and who have moved within the state before an election are entitled to vote in that election under fail-safe procedures, even if they did not previously advise election officials of the move.
5. Voters who have submitted to appropriate officials (or mailed and postmarked) their completed and valid registration application by the 30th day before an election, and whom the county board of elections has determined are eligible, are entitled to be registered and to vote in that election. *[52 U.S.C. 20507(a)(1)]*
6. Voters are entitled to notice of the disposition of their voter registration application. *[52 U.S.C. 20507(a)(2); R.C. 3503.19]*
7. Voters otherwise qualified to vote in an election for President and Vice President may not be denied the right to vote for those offices due solely to a failure to satisfy a durational residency requirement. *[52 U.S.C. 10502; R.C. 3504.01 et seq.]*
8. Voters who are otherwise qualified to register and vote may be entitled to register and vote absentee in an election if they are in the uniformed services or are residing overseas. *[52 U.S.C. 20302; R.C. 3511.02]*
9. Voters who require assistance in voting due to blindness, disability, or inability to read or write, may receive assistance from a person of the voter's choice other than the voter's employer (or agent thereof), an officer of the voter's union (or agent thereof), or a candidate whose name appears on the ballot. *[52 U.S.C. 10508; R.C. 3505.24]*
10. Jurisdictions must not apply standards or practices which deny or abridge the right to vote on account of race, must not deny any individual the right to vote on account of errors or omissions in registration applications which are not material to determining whether such an individual is qualified to vote, and must not apply different standards and procedures to voters in determining whether they are qualified to vote. *[52 U.S.C. 10101(a)]*
11. Jurisdictions must take steps to make the registration and voting process accessible to older adults and to individuals with disabilities. *[52 U.S.C. 20102, 20103, 20104; R.C. 3501.29, 3503.10, .14.]*
12. Persons must not intimidate, threaten, or coerce any other person for doing the following: registering, or voting, or urging or aiding persons in registering or voting. Persons must not intimidate, threaten or coerce any other person for the purposes of interfering or influencing how a person chooses to vote or not vote; or preventing a person from voting. *[52 U.S.C. 10101(b), 10307(b), 20511(1); 18 U.S.C. 241, 242, 245, 594; R.C. 3599.01, .02, .06, .18, .19, .24, .25, .38]*
13. An elector or voter may commence civil action if the elector or voter has experienced harassment in violation of the election law. *[R.C. 3501.90]*
14. Election officials must not fail or refuse to permit a person to vote who is entitled to vote and must not refuse to tabulate, count, and report such person's vote. *[52 U.S.C. 10307(a); 18 U.S.C. 241, 242, 608(a); R.C. 3599.19]*
15. Election officials must not deny persons of any right secured by the 26th Amendment to the U.S. Constitution (regarding not denying the right to vote to citizens 18 years of age and older on account of age). *[52 U.S.C. 10701; R.C. 3599.18, .19]*
16. Election officials must retain and preserve for 22 months after any election that includes a federal candidate all records and papers relating to registration and voting in that election. *[52 U.S.C. 20701; R.C. 3505.31]*

Prohibited Acts of Fraud and Misrepresentation

1. Persons must not make any false statement or claim that they are citizens of the United States in order to register or vote in any federal, state, or local election. [52 U.S.C. 21144(b); 18 U.S.C. 611, 911, 1015(f); R.C. 3599.11]
2. Persons must not vote more than once in any election (but this does not include voting a replacement ballot after a spoiled ballot was invalidated). [52 U.S.C. 10307(e); R.C. 3599.12]
3. Persons must not procure or submit materially false, fraudulent, or fictitious voter registration applications in any election. [52 U.S.C. 20511(2)(A); R.C. 3599.11]
4. Persons must not submit false information as to name, address, or period of residence in a voting district for the purpose of establishing eligibility to register or vote in any election. [52 U.S.C. 10307(c), 21144(a); 18 U.S.C. 608(b); R.C. 3599.11]
5. Persons must not procure, cast, or tabulate materially false, fraudulent, or fictitious ballots in any election. [52 U.S.C. 10307(c), (e), 20511(2)(B); 18 U.S.C. 242; R.C. 3599.12, .19, .21, .22, .23, .26, .27]
6. Persons must not pay, offer to pay, or accept payment for voting, registering to vote, withholding their vote, or voting for or against any candidate in any election. [52 U.S.C. 10307(c), 18 U.S.C. 597, 608(b); R.C. 3599.11, .25]

What to Do if You Believe Any Voting Laws Have Been Violated

If you have witnessed efforts to commit any kind of fraud or corruption in the voting process, you may report this to any one or all of the following:

County Prosecuting Attorney

(Name of County)

(Address of County Prosecuting Attorney)

(City)

(Zip Code)

(Telephone Number)

(Email Address, if any)

or Ohio Secretary of State – Election Integrity Unit
180 Civic Center Drive, 4th Floor
Columbus, Ohio 43215
Tel: 614-696-8564 or 1-877-SOS-OHIO # (767-6446), ext. 4
Email: EIU@OhioSoS.gov

or Ohio Attorney General
30 E. Broad Street, 14th Floor
Columbus, OH 43215-3428
Tel: 614-466-4986 or 1-800-282-0515
Email: constituentservices@ohioago.gov

or Local United States Attorney's Office or the nearest office of the Federal Bureau of Investigation

If you have witnessed actual or attempted acts of discrimination or intimidation in the voting process, you may report this to the Civil Rights Division of the United States Department of Justice at 1-800-253-3931.

(3-2026)

Backup Paper Ballots Instructions

Instructions for Backup Optical Scan Paper Ballots for Voters in Counties that Use DRE Voting Machines as Their Voting System

IMPORTANT INSTRUCTIONS

- Before marking your ballot, carefully read the instructions at the beginning of the ballot.
- To vote, you must completely darken the oval to the left of the candidate or answer of your choice. Example = ●
- Do not mark the ballot for more choices than allowed. If you mark your ballot for more choices than allowed, your vote for that contest or question will not be counted.

If you make a mistake:

- Return your ballot to a precinct election official and ask for a replacement ballot.
- You may request a replacement ballot only two times.

IMPORTANT INSTRUCTIONS

- Before marking your ballot, carefully read the instructions at the beginning of the ballot.
- To vote, you must completely darken the oval to the left of the candidate or answer of your choice. Example = ●
- Do not mark the ballot for more choices than allowed. If you mark your ballot for more choices than allowed, your vote for that contest or question will not be counted.

If you make a mistake:

- Return your ballot to a precinct election official and ask for a replacement ballot.
- You may request a replacement ballot only two times.

Form 10-V

Form No. 10-V Prescribed by Secretary of State (08-17)

NOTICE

R.C. 3501.11, 3509.09, 3599.12

OHIO LAW PROHIBITS ANY PERSON
FROM VOTING OR ATTEMPTING TO
VOTE CONTRARY TO LAW MORE THAN
ONCE AT THE SAME ELECTION.
VIOLATORS ARE GUILTY OF A FELONY
OF THE FOURTH DEGREE AND SHALL
BE IMPRISONED AND ADDITIONALLY
MAY BE FINED IN ACCORDANCE WITH
THE LAW.

NOTE: THE ABOVE NOTICE MUST BE PRINTED IN RED WITH MINIMUM TYPESIZE OF 48 POINT FOR HEADING AND 24 POINT FOR BODY OF NOTICE.

Voter Registration Form

Form 4010 Prescribed by the Ohio Secretary of State (02/2026)

Ohio Voter Registration and Information Update Form

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Please read instructions carefully and type or print clearly using blue or black ink. Sections in red are required.
For questions, visit VoteOhio.gov or call 877-767-6446.

I AM: ☐ Registering as an Ohio voter ☐ Updating the address on my registration ☐ Updating the name on my registration

1 Are you a U.S. citizen? (required)

☐ Yes ☐ No

2 Will you be at least 18 years of age on or before the next general election? (required)

☐ Yes ☐ No

Eligibility: To vote in Ohio you MUST meet all the following requirements:

1. You must be a citizen of the United States.
2. You must be at least 18 years old on or before the day of the general election.
3. You must be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

IF YOU ANSWERED NO TO EITHER QUESTION ONE OR QUESTION TWO, OR YOU DO NOT MEET ALL ELIGIBILITY REQUIREMENTS, DO NOT COMPLETE THIS FORM.

3 Name (required)

Last Name _____ Middle Name _____
First Name _____ Suffix (Jr, Sr, II, III, etc.) _____

4 Residential Address (required) - No P.O. Boxes. Enter new address if changed.

County _____
Address _____
City _____
Apt. or Lot # _____ ZIP Code _____

Residency Requirements: For voting purposes, your home address is the place you consider your permanent home. It is where you live and plan to return whenever you are away. If you do not have a fixed home but stay regularly at a shelter or another place, you can use that place as your residence for voting registration. If you have questions about your specific situation, contact your county board of elections.

5 Mailing Address (optional) - Use this field if your mailing address is different from your home address, including a P.O. Box.

6 Birthdate (required) - MM/DD/YYYY (not today's date)

□□/□□/□□□□

7 Phone Number (recommended)

(□□□)□□□-□□□□

8 Identification (required)

If you have a current Ohio driver license or state ID card, you MUST provide that number (two letters followed by six numbers).

□□□□□□□□

IF YOU DO NOT HAVE an Ohio driver license or state ID card, you must provide the last four digits of your Social Security number.

XXX-XX-□□□□

☐ I have not been issued an Ohio driver license, state ID card, or Social Security number.

9 Previous Address - Use this field if you are updating your address in your current registration.

Previous County _____

10 Change of Name - Use this field if you are updating your name in your current registration.

Former Legal Name _____ Former Signature _____

11 Signature (required) Please write your cursive, handwritten signature or make your legal mark, taking care that it does not touch the surrounding lines, so when it is digitally imaged by your county board of elections, it can effectively be used to identify your signature.

I declare under penalty of election falsification that I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.

Today's date (required) - MM/DD/YYYY

□□/□□/□□□□

FOR PERSONS ASSISTING AN APPLICANT

→ Assistance Attestation

Printed Name of Assister _____

Signature of Assister for Applicant in Accordance with R.C. 3503.14 _____

☐ I completed this form on behalf of the applicant due to disability, blindness, or illiteracy. I attest that the applicant indicated that he/she desired to register to vote or update the applicant's name or residence.

Address of Assister _____

→ Compensation Attestation - I registered this applicant and am paid to do so by my employer.

Printed Name of Assister _____

Signature of Assister for Applicant in Accordance with R.C. 3503.14(A) _____

Name of Employer _____

Address of Assister _____



Postage
Required
Post Office will
not deliver
without proper
postage



OHIO SECRETARY OF STATE
PO BOX 2828
COLUMBUS OH 43216-2828

SELF-MAILER INSTRUCTIONS:



1. Fold along dotted line making sure mailing address faces outward.
2. Using one piece of clear tape, secure the complete top edge.
3. Using one smaller piece of clear tape, place on open edge near first-class stamp.

DO NOT USE STAPLES TO SECURE OPEN EDGES.

HOW TO OBTAIN AN OHIO ABSENTEE BALLOT

Any Ohio voter whose registration is up to date may cast an absentee ballot. Absentee ballot applications can be obtained from your county board of elections or from the Secretary of State online at VoteOhio.gov or by phone at 877-SOS-OHIO (877-767-6446).

OHIO VOTER IDENTIFICATION REQUIREMENTS

Voters must bring photo identification to the polls in order to verify identity. Voters who do not provide identification will still be able to cast a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please visit the Secretary of State's website at VoteOhio.gov or call 877-SOS-OHIO (877-767-6446).

Please note, if the applicant's driver license or ID contains a "NONCITIZEN" identifier (on the back), the identification requires additional proof of U.S. citizenship.

NOTICES

This form must be *received or postmarked* by the 30th day before an election in which you intend to vote. You will be notified by your county board of elections of your voting location. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

Voter registration is subject to verification with state and federal databases.

<<union bug>>

Form No. 10-L Prescribed by the Secretary of State (04/2025)

R.C. 3503.16(B)(1)(b), 3505.24(A)

Date of Birth MM/DD/YYYY

- ☐ I completed this form on behalf of the applicant due to disability, blindness, or illiteracy. I attest that the applicant indicated that he/she desired to register to vote or update the applicant's name or residence.

3. Precinct Election Official Signature:

Form 10-U Affidavit-Oath-Examination of Person Challenged

Form No. 10-U Prescribed by Secretary of State (01/2026)

Affidavit-Oath-Examination of Person Challenged

R.C. 3505.20

The State of Ohio, _____ County.

I, _____ the undersigned, swear or affirm under penalty of election falsification that I will fully and truly answer all of the following questions put to me, concerning my qualifications as an elector at this election.

Being challenged as unqualified on the grounds that:

(A) ☐ **The person is not a citizen, the following question shall be asked:**

(1) Are you a citizen of the United States? Ans. _____

(2) Do you possess proof of your United States citizenship? Ans. _____

Please provide that identification.

(The precinct election official must inspect documentation, including any certificate of naturalization and photo identification the voter provides.)

- If the person declares under oath and provides the required documentation and photo identification proving their citizenship, they may vote a regular ballot. OR
- If they do not provide the required documentation and photo identification proving their citizenship, they must be provided a provisional ballot.

(B) ☐ **The person is not a resident of the state for 30 days immediately preceding election, the following questions shall be asked:**

(1) Have you resided in this state for 30 days immediately preceding this election? Ans. _____

If yes:

(a) Where have you resided? Ans. _____

(2) Did you properly register to vote? Ans. _____

(3) Can you provide some form of identification containing your current mailing address in this precinct?

Ans. _____ Please provide that identification.

(4) Have you voted or attempted to vote at any other location in this or in any other state in this election? Ans. _____

(5) Have you applied for an absent voter's ballot in any state for this election? Ans. _____

(If, from the above responses, the precinct election officials are unable to determine the person's eligibility, the precinct election officials shall provide, and the person may vote, a provisional ballot.)

(C) ☐ **The person is not a resident of the precinct where the person offers to vote, the following questions shall be asked:**

(1) Do you reside in this precinct? Ans. _____

(2) When did you move into this precinct? Ans. _____

(3) When you came into this precinct, did you come for a temporary purpose merely, or for the purpose of making it your home? Ans. _____

(4) What is your current mailing address? Ans. _____

(5) Do you have any official identification containing your current address in this precinct?

Ans. _____

Please provide that identification.

(6) Have you voted or attempted to vote at any other location in this or in any other state in this election? Ans. _____

(7) Have you applied for any absent voter's ballot in any state for this election? Ans. _____

(If the person is not at the appropriate polling place, the precinct election officials shall direct the person to the correct polling place. If the person refuses to go to the appropriate polling place or the precinct election officials are unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide, and the person may vote, a provisional ballot.)

(D) ☐ **The person is not of legal voting age, the following questions shall be asked:**

(1)* Are you 18 years of age or more? Ans. _____

(2) What is your date of birth? Ans. _____

(3) Do you have any official identification verifying your age? Ans. _____

Please provide that identification.

(If the precinct election officials are unable to determine the person's age and eligibility to cast a ballot, the precinct election official shall provide and the person may vote a provisional ballot.)

Other questions and answers necessary to determine person's qualifications to vote in this election (if necessary)

Signature _____
signature of person challenged

Sworn to before me and signed in my presence, this _____ day of _____, _____.
(Day) (Month) (Year)

Signature of Voting Location Manager

Name of Precinct or Voting Location

Township or Ward and City or Village

If a person refuses to fully answer the questions, is unable to answer the questions, refuses to sign or make the person's mark, or if the majority of precinct election officials believe that the person is not entitled to vote, the precinct election officials shall provide, and the person may vote a provisional ballot.

* Ohio law allows 17-year-olds to vote for candidates in a primary election, if they will be 18 years old by or on the day of the general election.

Form 12-B – Provisional Ballot Affirmation

Form No. 12-B Prescribed by the Secretary of State (02/2026)

Provisional Ballot Affirmation

Print clearly

R.C. 3501.01(AA), 3503.16; 3505.18; .181; .182; .183.

Full Name Clearly print your name. Required	1 First _____ Middle _____ Last _____ Suffix _____
Date of Birth Required	2 Date of Birth (MM/DD/YYYY) (Do not write today's date here) / /
Current Ohio Address Required	3 Street Address (No P.O. Boxes) _____ County _____ City/Village _____ ZIP _____
Former Address Not Required If you do not provide your former address, it will not cause your ballot to be rejected.	4 Have you moved without updating your voter registration? ☐ Yes ☐ No Street Address (No P.O. Boxes) _____ City/Village _____ State _____ ZIP _____
Identification Required Note If you did not show photo ID to the election official or complete an affidavit of religious objection, you must appear at the office of the board of elections within four days after the election and provide photo ID or complete an affidavit of religious objection for your vote to be eligible to be counted.	5 You must show photo ID to the election official that includes your name and photograph and is not expired. Check the type of photo ID you provided: ☐ An Ohio driver license, state ID card, or interim ID form issued by the Ohio BMV. If you checked the box above, you must write your full driver license or state ID card number (2 letters followed by 6 numbers): ☐ U.S. passport or U.S. passport card ☐ U.S. military ID card, U.S. military dependent card, Ohio National Guard ID card, or U.S. Department of Veterans Affairs ID card ☐ If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection, which you can obtain from your precinct election official. The precinct election official will attach it to the provisional ballot envelope.
Registration Update Recommended	6 Complete this section if you need to update your voter registration, or if you need to verify the identification you used to register to vote. If you need to verify your identification and you do not provide the needed information on this form, you must provide the information to the board of elections on or before the fourth day following this election in order for your ballot to be eligible to be counted. Write your full Ohio driver license or state identification card number: Write the last four digits of your Social Security number: (2 letters followed by 6 numbers) Mailing Address (if different than above) Street Address (Or P.O. Box) _____ County _____ City/Village _____ State _____ ZIP _____
Proof of Citizenship Required	7 If you are casting a provisional ballot because you need to provide proof of citizenship, you must do one of the following for your ballot to be eligible to be counted: 1. If you have already provided proof of citizenship to the Bureau of Motor Vehicles, write your full Ohio driver license or state identification card number above. 2. Provide proof of citizenship to the board of elections on or before the fourth day following this election. If your right to vote has been challenged, you must provide any required additional information to the board of elections on or before the fourth day following this election.
Affirmation Required	8 I solemnly swear or affirm, under penalty of election falsification, that: - I am a citizen of the United States and will be at least 18 years of age at the time of the general election. - I am eligible to vote in the election in which I am voting this provisional ballot. - I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot. - I am a registered voter in the precinct in which I am voting this provisional ballot. - I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted. - I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration. - I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution. - I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief. Signature X _____ Today's Date (MM/DD/YYYY) _____

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Form 12-D – Provisional Voter Precinct Verification Form

Form No. 12-D Prescribed by the Secretary of State (08-17)

Provisional Voter Precinct Verification Form

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1 Find the voter's address in the Voting Location Guide.

STEP 2 Write the name or number of the voter's correct precinct below:

STEP 3 Write the name and address of the voter's correct polling place below, if different from where you are now:

STEP 4 Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5 Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

Signature of Precinct Election Official

Precinct Name/Number

Polling Place Name

Attach this form to the voter's provisional ballot envelope.

Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

Form No. 12-D Prescribed by the Secretary of State (08-17)

Provisional Voter Precinct Verification Form

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1 Find the voter's address in the Voting Location Guide.

STEP 2 Write the name or number of the voter's correct precinct below:

STEP 3 Write the name and address of the voter's correct polling place below, if different from where you are now:

STEP 4 Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5 Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

Signature of Precinct Election Official

Precinct Name/Number

Polling Place Name

Attach this form to the voter's provisional ballot envelope.

Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

Form 12-H – Provisional Ballot Notice

Form No. 12-H Prescribed by Secretary of State (02/2026)



PROVISIONAL BALLOT NOTICE

R.C. 3505.181(B)(5), R.C. 3505.183(B)(4)(a)(v), (vi), R.C. 3503.201(D)(2) and (D)(4).

Why are you receiving this notice?

You are receiving this notice because you were required to cast a provisional ballot. A provisional ballot is used to record a vote if a voter's eligibility is in question and the voter would otherwise not be permitted to vote at their polling place. The content of a provisional ballot is no different from a regular ballot, but it is cast "provisionally" until election officials can verify the voter's eligibility to vote in that election.

Provisional Voter Hotline

To find out if you need to provide a valid form of photo identification, proof of U.S. citizenship, or other necessary information for your vote to count, call the PROVISIONAL VOTER HOTLINE to confirm with your county board of elections. You can also call after the official certification to learn whether your ballot was counted. This hotline is available beginning the day after the election until the end of the month following the election:

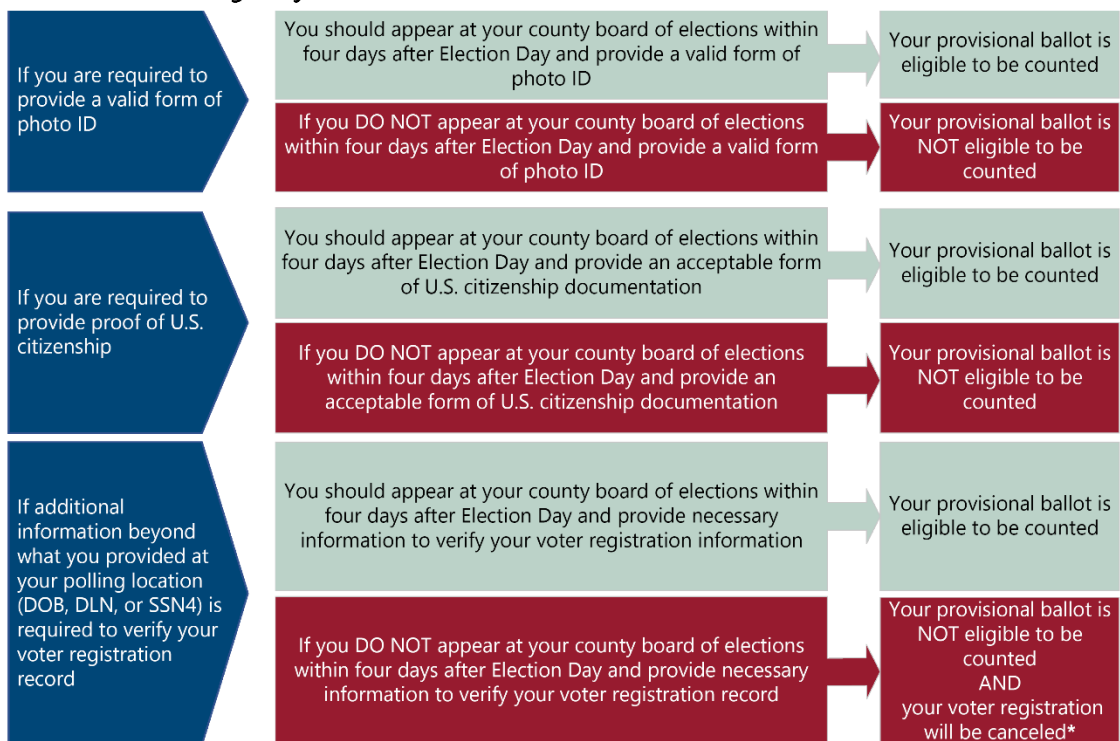
866-OHIO-VOTE (866-644-6868)

OhioSoS.gov/Boards

Your board of elections is: _____ **County Board of Elections**

Office hours are: _____

Provisional Ballot Eligibility Flowchart¹



*Cancellation for this reason does not prohibit you from registering to vote at any time in the future.

¹See the back side of this notice for lists of acceptable IDs and documents for your vote to count.

Acceptable Forms of ID or Documentation

Acceptable Forms of Photo Identification

- A current driver license, state ID card, or interim ID form issued by the Ohio BMV;
- A current U.S. passport or passport card; or
- A current U.S. military ID card, Ohio National Guard ID card, U.S. military dependent ID card, or U.S. Department of Veterans Affairs ID card.

Acceptable Forms of Photo Identification or Documentation for Verification

- A valid, unexpired Ohio driver license or state identification card;
- A valid, unexpired passport;
- Social Security card; or
- Birth certificate.

Acceptable Documents to Prove U.S. Citizenship

- Your current Ohio driver license, state identification card, or interim identification form, issued on or after April 7, 2023, if the item does not include a notation designating that the individual is a noncitizen of the United States.
- Your birth certificate, certification of report of birth, or consular report of birth abroad.
- Your current United States passport or passport card, a copy of the identification page of the passport, or a copy of the front and back of the passport card.
- Your certification of naturalization or certificate of citizenship.
- Your I-797 notice of action for form N-565, application for replacement naturalization/citizenship document issued by the United States Citizenship and Immigration Services, if the notice indicates that the application has been approved.
- If your current legal name is different from the name on your proof of citizenship, please provide proof of the change of name, such as a copy of a marriage license or court order.

Form 104 - Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath

Form No. 104. Prescribed by the Secretary of State (09-17)

Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath

print clearly

R.C. 3501.31

Precinct _____
Name of Precinct

To the Board of Elections of _____ County, Ohio

WE HEREBY CERTIFY, that _____,
Name of Absent Precinct Official

one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the Precinct Election Officials present, appointed:

_____ a qualified elector who is a member of the same political party as the
Name of Appointed Precinct Election Official
political party of which such absent Precinct Election Official is a member, to fill the vacancy until the Board of Elections shall appoint a person to fill such vacancy and the person so appointed reports for duty at the polling place.

Witness our hands, this _____ day of _____, _____
Month Year

Voting Location Manager

Precinct Election Official

Precinct Election Official

Precinct Election Official

Precinct Election Official

Oath of Precinct Election Official

Oath of Precinct Election Official of Election

R.C. 3501.31

State of Ohio, County of _____, ss:

I do solemnly swear that under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of election laws; that I will discharge to the best of my ability the duties of **PRECINCT ELECTION OFFICIAL** in and for

Precinct _____ in the County of _____, in the election to be
Name of Precinct County

held on the _____ day of _____ as required by law and the rules and instructions of the

Month, Year
Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.

Signed: _____

Subscribed and sworn to before me this _____ day of _____, _____
Month Year

Voting Location Manager

Observer Certificate – Form 215-B

Form No. 215-B Prescribed by the Secretary of State (09-17)

Certificate of Appointment of Observer at Precincts on Election Day

R.C. 3505.21

print clearly

This certificate must be presented to the appropriate election official at the time of observation.

**We, the appointing
authority**
Required

*You must choose
ONE of these options.*

Today's Date _____ MM/DD/YYYY

☐ The Central Committee Chairperson and Secretary of the _____
(Name of County or State)
_____ Party,
(Name of Political Party)

REQUIRED signatures of party Central Committee Chairperson **AND** Secretary

Chairperson Secretary **OR**

☐ The undersigned group of five or more candidates,
REQUIRED ALL signatures of members of group of five or more candidates

OR

☐ The undersigned duly recognized committee _____
(“Supporting” or “Opposing”)
the following ballot issue _____
(Name of Ballot Issue)

(Name of Committee if Applicable)

REQUIRED signatures of **ALL** members of duly recognized committee supporting or
opposing a ballot issue

hereby appoint the following person(s) _____
(Name(s) of Observer(s))

to observe in _____ County **at precinct** _____
(Name of County) (Name of Precinct)

for the election to be held on

Date of Election _____ MM/DD/YYYY

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Observer Fact Sheets

THE ROLE OF OBSERVERS:

UNDERSTANDING YOUR FUNCTION

Below are key items to keep in mind while serving as an election observer, at your assigned location:

All observers must be qualified electors of the State of Ohio and must be duly appointed pursuant to statute. All appointed observers are required to take an oath, which must be administered by an election official prior to beginning their observation. Observers who will observe on multiple days need not take the oath every day, but must affirm to an election official each day that they understand that they are still under oath.

AS AN APPOINTED OBSERVER, YOU MAY BE PRESENT DURING THE FOLLOWING TIMES IF YOU ARE DULY APPOINTED TO DO SO:

- I. During the casting of ballots at the In-Person Absentee Voting Location;
- II. To observe certain elections activities at a Board of Elections Office prior to the Official Canvass;
- III. During the casting and counting of ballots at Precincts you have been appointed to on Election Day;
- IV. During the Official Canvass;
- V. During a Recount;
- VI. During an Election Audit.

THE ROLE OF AN OBSERVER

The role of observers is limited to observing the proceedings of an election. Accordingly, while observers are permitted to watch and inspect, observers are never permitted to handle any election materials. Observers are permitted to move freely about the polling place or any area where ballots are being cast, processed, counted, or recounted at a board of elections office, as applicable, to the extent that they do not engage in any prohibited activity. A board may deny an observer access to parts of its office where ballots are not being cast, processed, counted, or recounted.

Observers may not interfere with election officials administering the election. While observers are permitted to engage election officials in casual conversation during less busy times, even to gather information about the process, their statutory purpose is to watch. Observers may not enforce the law or advocate on behalf of voters. However, they may leave the voting area to contact the board of elections to raise concerns, which the board might address when appropriate.

AS AN APPOINTED OBSERVER, YOU MAY:

- I. Move about your assigned polling precinct, or board of elections office, if assigned to observe there, to the extent that you do not engage in any prohibited activity. Keep in mind that the polling precinct includes the area between the entrance to the polling location and the U.S. flags (approximately 100 feet from entrance). At a board of elections office, you may be limited to the area where the elections activity you are appointed to observe is taking place. You cannot impede elections officials in the performance of their duties or voters in exercising their right to vote;
- II. Watch and inspect the proceedings of the election at hand, so long as such activity does not disrupt or unreasonably delay the normal proceedings;
- III. Leave the voting area to contact the board of elections or your appointing entity to raise concerns.
- IV. Observers may use communication devices and audio/video devices in and about the polling place subject to the following conditions:
 - a. The devices must be set so as to produce no noise (low volume vibration settings are permitted);
 - b. The devices may not be used to take photographs, videos, or to record or transcribe any conversations inside the polling place (a camera is considered a device for purposes of these instructions);
 - c. The Observer may not have an audible conversation inside the polling place using a communications device or audio/video device;
 - d. The Observer may send and receive text messages, e-mail communications, instant messages, and similar other nonverbal, electronic communications using a communications device or audio/video device;

THIS LIST IS NOT COMPREHENSIVE AND IS NOT MEANT TO SUPERSEDE ANY SECTION TITLE 35 OF THE OHIO REVISED CODE OR OHIO SECRETARY OF STATE ELECTION OFFICIAL MANUAL

8/23/18

- e. The Observer may not use the communications device or audio/video device in any manner that creates a disruption or disturbance within the polling place; and
- f. The Observer may not use the communications device or audio/video device in any manner that is intended or perceived to impede, interfere with, or disrupt an election, or in any way intimidates a voter, or risks violating the secrecy of the ballot or a voter's privacy.

AS AN APPOINTED OBSERVER, YOU MAY NOT:

- I. Engage in any kind of election campaigning;
- II. Hinder or delay an elector in reaching or leaving the polling place;
- III. Impede, interfere with, or disrupt the election in some manner;
- IV. Intimidate, harass, or attempt to influence voters or precinct election officials;
- V. Carry a firearm or other deadly weapon; or
- VI. Violate the secrecy of the ballot or the privacy of voters.
- VII. Observers may not serve as enforcers of the laws nor act as advocates for voters before the precinct election officials.
- VIII. Be a peace officer, state highway patrol trooper, member of a fire department, armed service member, organized militia member or person wearing any other uniform.
Handle any election materials;

It is imperative that as an appointed observer you maintain a high level of respect for the voters, the elections process and the election officials.

THIS LIST IS NOT COMPREHENSIVE AND IS NOT MEANT TO SUPERSEDE ANY SECTION TITLE 35 OF THE OHIO
REVISED CODE OR OHIO SECRETARY OF STATE ELECTION OFFICIAL MANUAL

8/23/18

THE ROLE OF ELECTION OFFICIALS:

UNDERSTANDING THE IMPORTANCE OF OBSERVERS

Below is information that outlines how you can ensure that appointed observers serve in a manner consistent with Ohio law, in order to maintain a voting experience free from disruption or hindrance for voters.

All observers must be qualified electors in the State of Ohio and must be duly appointed pursuant to statute.

APPOINTED OBSERVERS MAY BE PRESENT DURING THE FOLLOWING TIMES IF THEY ARE APPOINTED TO DO SO:

- I. During the casting of ballots at the In-Person Absentee Voting Location;
- II. To observe certain elections activities at a Board of Elections Office prior to the Official Canvass;
- III. During the casting and counting of ballots at Precincts you have been appointed to on Election Day;
- IV. During the Official Canvass;
- V. During a Recount;
- VI. During an Election Audit.

AS AN ELECTION OFFICIAL, YOUR DUTIES INCLUDE:

- I. Verify that each observer has been duly appointed. Observers at your in-person absentee voting location, board of elections office prior to the official canvass, and Election Day observers at precincts must present a valid Certificate of Appointment before beginning to observe. For all other observers, you must verify that the person appearing has been duly appointed and ensure that the observer is observing at the location and time for which he/she is duly appointed. This is particularly important at a multiple precinct polling location and observers serving multiple days;
- II. Ensuring that all appointed observers take the required oath, which must be administered prior to beginning their observation. However, the oath does not need to be repeated on subsequent days when an observer returns – he or she only needs to be reminded of the oath taken and that he or she is still under oath;
- III. Ensuring that appointed observers are permitted to move freely within a polling place to the extent that they do not disrupt or interfere with the election, take any action to intimidate, persuade, or delay voters or elections official, or violate the secrecy of a voter's ballot or privacy;
- IV. Ensuring there is no campaigning inside a polling location, or outside a polling location within the 100 foot area marked by U.S. flags. This includes the wearing of campaign attire and paraphernalia displaying the name of a political party or candidate, or demonstrating support or opposition to a ballot issue;
- V. Prohibiting an observer from handling any election materials;
- VI. Prohibiting an appointed observer from engaging voters in conversation. However, an observer is permitted to be polite and exchange courteous greetings;
- VII. Ensuring that appointed observers do not interfere with, impede or disrupt the election, or intimidate a voter or election official, or prevent a voter from casting his or her ballot;
- VIII. Prohibiting an appointed observer from violating the secrecy of the ballot or privacy of a voter;
- IX. Prohibiting any uniformed peace officer, state highway patrol trooper, member of a fire department, armed service member, organized militia member or person wearing any other uniform from serving as an observer;
- X. Prohibiting any person carrying a firearm or deadly weapon from serving as an observer;
- XI. Contacting the presiding judge, director, or deputy director if an observer is engaging in prohibited activity.

AS AN ELECTION OFFICIAL, YOU MAY NOT:

- I. Eject an appointed observer from a polling location without good cause (you should consult the Director or Deputy Director prior to acting);
- II. Bar an appointed observer from entering a polling location without good cause.

THIS LIST IS NOT COMPREHENSIVE AND IS NOT MEANT TO SUPERSEDE ANY SECTION TITLE 35 OF THE OHIO REVISED CODE OR OHIO SECRETARY OF STATE ELECTION OFFICIAL MANUAL

8/23/18

Election Day Incident Report Log

Form No. 450 (09-17)
Election Day Precinct Incident Log
 To be completed and submitted by precinct election officials to the board of elections.

Date of Election (MM/DD/YYYY) _____

Date of Incident (MM/DD/YYYY) _____

County _____

Precinct _____

Polling Location _____

Potential Misconduct

Name of Person(s)/Organization(s) Involved

Brief Statement of Facts (please attach addition sheets of paper as necessary)

Name(s)/Position(s) of Person(s) Making Report

Voting Unit Event Log

Form No. 475 Prescribed by the Secretary of State (09-17)

Voting Unit Event Log

Election type/date: _____

Precinct:
Polling Location:

Time of Occurrence	Name of Precinct Election Officials	Canister #	Machine ID #/ Voting Unit SN #	Description of Event (Type of Occurrence)	Time unit returned to service

See It, Send It Poster

KEEP OUR ELECTIONS SECURE

SEE IT



BRIBERY
When someone offers a gift to vote for their candidate.



VOTER FRAUD
Casting a vote in the name of another person or voting more than once.



VOTER INTIMIDATION
Harassing someone and scaring them away from voting.



BARRIERS TO VOTING
Anything that would physically prevent someone from voting.



BALLOT HARVESTING
Delivery of your ballot to a board of elections by an unauthorized individual.

SEND IT

If you or someone you know experiences any of the activity above

Text REPORT to 34262




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Elections

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